



United States Environmental Protection Agency  
Washington, DC 20460

## Work Assignment

Work Assignment Number

3-37

☐ Other ☐ Amendment Number:

Contract Number  
EP-C-15-022

Contract Period 09/01/2015 To 06/30/2019

Title of Work Assignment/SF Site Name

Emerg Preparedness, Resp & Rec

Contractor  
Cadmus Group LLC, The

Specify Section and paragraph of Contract SOW

2.2, 2.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.6

Purpose: ☒ Work Assignment  
☐ Work Assignment Amendment  
☐ Work Plan Approval

☐ Work Assignment Close-Out  
☐ Incremental Funding

Period of Performance

From 07/01/2018 To 06/30/2019

Comments:

Immediate start is authorized for this work assignment; our work shall not commence until 7/1/18.

☐ Superfund

### Accounting and Appropriations Data

☒ Non-Superfund

SFO  
(Max 2)

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										

### Authorized Work Assignment Ceiling

Contract Period: 09/01/2015 To 06/30/2019 Cost/Fee: LOE 0

This Action 1,580

Total 1,580

### Work Plan / Cost Estimate Approvals

Contractor WP Dated: Cost/Fee LOE:

Cumulative Approved: Cost/Fee LOE:

Work Assignment Manager Name Brian Pickard

Branch/Mail Code:

Phone Number: 202-564-0827

FAX Number:

(Signature)

(Date)

Project Officer Name Nancy Parrotta

Branch/Mail Code:

Phone Number: 202-564-5260

FAX Number:

(Signature)

(Date)

Other Agency Official Name Lisa Mitchell-Flinn

Branch/Mail Code:

Phone Number: 513-487-2852

FAX Number:

(Signature)

(Date)

Contracting Official Name Angela Lower

Branch/Mail Code:

Phone Number: 513-487-2036

FAX Number:

(Signature)

(Date)

5/15/18

**WORK ASSIGNMENT (WA)  
PERFORMANCE WORK STATEMENT (PWS)**

**Contract: Cadmus EP-C-15-022**

**Work Assignment: WA 3-37**

**Period of Performance: July 1, 2018 to June 30, 2019**

**Title: Emergency Preparedness, Response and Recovery**

**LOE: 1,580 hours**

**PWS Sections: 2.2, 2.3, 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 7.4, 7.6**

**Work Assignment Contracting Officer's Representative (WACOR):**

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**Alternate WACOR:**

**Name:** Kevin Tingley  
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**Division:** Water Security Division  
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**I. PURPOSE:**

The purpose of this work assignment is to augment the Environmental Protection Agency's (EPA's) efforts to protect the nation's water infrastructure. The nation's water infrastructure is subject to threats from various entities, as well as natural disasters. Preparedness information, training, and insight will provide support toward improved response to threats and incidents. Under this work assignment, the contractor shall provide support to the Office of Water, Water Security Division (OW/WSD) (and other identified EPA offices or partners that come within the scope of this work statement) in its effort to: enhance and promote national emergency preparedness, disaster response, and mutual aid and



assistance for public and private water and wastewater utilities, states and federal partners on a national level; and develop national response exercises and activities related to these and other infrastructure threats and incidents.

To achieve this purpose, the contractor shall research, develop, maintain, edit, and disseminate technical information, guidelines, drills, field exercises, web tools, and procedures to aid in emergency preparedness, response and recovery; and shall track and coordinate efforts, drills, exercises and threats related to water security. The contractor may also be tasked with related efforts, including facilitating and coordinating water utility response networks to support and promote national emergency preparedness. Other requirements related to infrastructure analysis, strategic planning, tracking and measuring progress, mission priorities, communications, and emergency options for energy, communications, or transportation sectors may become necessary, subject to developing events.

Examples of other partners and external offices or agencies which may be included in coordination, and the nature of their involvement, are:

- Drinking water and wastewater associations and stakeholders: provide feedback on the needs of utilities and review information provided for dissemination;
- State and local governments/associations: provide feedback on the activities for state and local agencies including primary agencies and emergency management agencies;
- Department of Homeland Security: the organizers and lead agency for the development of national exercises;
- EPA National Homeland Security Research Center: close partners of the Water Security Division in support of water security research;
- National Emergency Management Agency: administers the Emergency Management Assistance Compact (EMAC); and
- Regional offices of the EPA.

This work assignment supports the mission of the Water Security Division (WSD) as described in the Water Security Strategy framework, which relates resources, activities, outputs, audience, short- and long- term outcomes to the WSD pillars of Prevention, Detection, Response, and Recovery.

Additionally, this work assignment contributes to the commitments made in EPA's *Strategic Plan: 2011 to 2015* and EPA's *Homeland Security Strategy (2004)*. Under EPA's *Strategic Plan*, reference is made to Goal 2 (Clean and Safe Water), Objective 2.1 (Protecting Human Health), Sub-objective 2.1.1 (Water Safe to Drink), and to the Cross-Goal on homeland security. Under EPA's *Homeland Security Strategy*, reference is made to Objective 1 (Critical Infrastructure Protection).

In support of these requirements, this contract supports the nation's drinking and wastewater infrastructure, collectively known as the Water Sector, in being informed, coordinated, and prepared to prevent, detect, respond to, and recover from terrorist attack and other intentional acts, natural disasters, and other hazards (referred to as the "all hazards" approach), which may also occur, including the needs and challenges posed by natural disasters, catastrophic events, floods, earthquakes, pandemic illness, and any other events which impact the safety and availability of our water supply.

## **II. BACKGROUND:**

Title IV of the Public Health Security and Bioterrorism Response Act of 2002 (Bioterrorism Act) amends the Safe Drinking Water Act (SDWA) and authorizes EPA to undertake several activities to increase the security and readiness of the Nation's drinking water supplies against terrorist attacks. One key objective for EPA set out by the Act is to review methods and means by which terrorists could disrupt the supply of safe drinking water or take actions against water infrastructure.

EPA has been designated as the sector specific agency for the water sector by Presidential Policy Directive (PPD) -21. As part of EPA's efforts as the sector specific agency, support is provided to the water sector for threat identification and national response efforts and exercises. The Agency is involved in a number of exercises each year, some of which are very large in scale.

The National Strategy for Homeland Security (White House, July 2002) has also designated EPA as the lead agency for the nation's water infrastructure sector. EPA's Homeland Security Strategy (2004) documents the Agency's efforts to provide support to drinking water and wastewater utilities. It includes placing "an emphasis on preparedness and prevention, assisting those responsible for these critical infrastructures in assessing and reducing vulnerabilities and maximizing their response capabilities. EPA will develop technologies to improve the nation's critical infrastructure and key responders' abilities to detect and monitor environmental threats." The tasks included in this work assignment support EPA's efforts to enhance the preparedness, response, and recovery of the water sector critical infrastructure in the event of an incident of national significance or other natural or man-made incident.

## **III. QUALITY ASSURANCE:**

The tasks in this work assignment do not require quality assurance (QA). Consistent with the Agency's QA requirements, the contractor does not need to supplement the Contract Quality Assurance Project Plan (QAPP) or to prepare a Project Specific Quality Assurance Project Plan (PQAPP).

## **IV. DETAILED TASK DESCRIPTION:**

Along with Task 0, Work Plan, Progress Evaluations, and Monthly Progress Reports, there are six tasks described in this work assignment. All direction under this WA will be provided as written technical direction from the WACOR or Alternate WACOR, as appropriate. If provided first as verbal technical direction to the contractor, it will be confirmed in writing within 5 calendar days, with a copy to the CL COR and the Contracting Officer (CO), and is subject to the limitations of the technical direction contract clause. Each initial deliverable shall be provided to the EPA WACOR in draft form for review and comment. The contractor shall incorporate EPA review comments into revisions of the drafts. All drafts and final reports shall be approved by the WACOR.

The contractor shall perform the following tasks:

**Task 0: Work Plan (WP), Progress Evaluations, and Monthly Progress Reports**

The contractor shall develop a work plan (WP) that describes how each task will be carried out. The WP shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. In addition, the WP shall include the requirement that all electronic and information technology (EIT) and all EIT deliverables be Section 508 compliant in accordance with the policies referenced at <http://www.epa.gov/accessibility/>. If a subcontractor(s) is proposed and subcontractors are outside the local metropolitan area, the contractor shall include information on plans to manage work and contract costs. In addition, the WP shall specify that a Supplemental Project Specific Quality Assurance Project Plan (SQAPP) appending the Contract Level QAPP or a PQAPP is not required.

In each monthly progress report, the contractor shall, at the introduction to the discussion of this WA, discuss actual progress toward achieving the purpose of this work assignment, including problems encountered, issues that may need to be resolved, and anticipated timing for completing the goals of the WA. The contractor shall provide an overview of contract projects, striving to implement efficiencies in performance when complimentary requirements are issued. The contractor shall assure that duplication of effort relative to other ongoing WAs under this contract is not occurring.

**Deliverables:** Work plan and monthly progress and financial reports.

#### **Task 1: Emergency Response Team Communications**

The contractor shall provide support for the implementation of the Emergency Response (ER) Team Communications Strategy, developed in the previous period of performance. Specific tasks associated with this activity include:

1. Bi-weekly meetings with contractor and WACOR to track communications strategy and activity progress
2. Periodic collection of key metrics to track progress and overall communications strategy effectiveness

Meeting and metric information shall be consolidated into a deliverable titled ER Team Communications Report at the end of fiscal year 2018 (September 30, 2018). The ER Team and Division-level communication activities (tasked to Cadmus under a different work assignment) shall be aligned to eliminate redundancy and maximize effectiveness. No travel is expected for this task.

#### **Task 2: State Emergency Response Exercises for the Water Sector**

The contractor shall continue to support the development of the tabletop exercise in Kansas that will test the ability of water sector emergency response stakeholders to provide coordinated response to a major disaster affecting the water sector. Planning for this exercise began during the previous option period (option period 2), and the exercises are planned for Summer 2018.

The contractor shall also provide support for development of two additional emergency response tabletop exercises for the water sector during the contract period of performance, locations to be determined and provided to the contractor via written technical direction.

Stakeholders involved include EPA HQ (Office of Water, Office of Emergency Management), the Department of Health and Human Services (HHS), the Water Laboratory Alliance, one or more WARN networks, EPA Regional Water Teams, EPA On-Scene Coordinators, US Army Corps of Engineers (HQ and Districts), FEMA (HQ and Regions), State and Tribal primacy, permitting authority, and emergency management agencies, water and wastewater associations, Water ISAC and water and wastewater utilities. Issues to explore are to be determined, but may include any of the following: disaster declaration; preliminary damage assessment; activation of local or state mutual aid and assistance such as WARN, EMAC and Regional capabilities; national level reporting; resource management, request for assistance, mission assignment, and subtasking procedures; sampling and laboratory analysis; Incident Command System structures; data management; and cross-sector interdependencies.

For all three tabletop exercises, the contractor shall perform the following activities and develop the associated deliverables, as directed:

1. Work with EPA to identify Exercise Design Team members
2. Develop background materials for review by the Exercise Design Team
3. Provide guidance to the Exercise Design Team on exercise options
4. Facilitate and take notes at Exercise Design Team meetings (including two 2-3 hour meetings and 3-4 additional 1 hour meetings)
  - a. Deliverable: meeting notes for Exercise Design Team calls
5. Develop exercise materials including information sheets, briefings, timelines, situation manuals, exercise plans, and job aids
  - a. Deliverable: Situation Manual for State Exercise
  - b. Deliverable: Exercise Fact Sheet
6. Facilitate the exercises and conduct the Hot Washes
7. Develop After Action Reports for exercise participants
  - a. Deliverable: Exercise After Action Report

For estimating purposes, it is anticipated that each of the three State Exercises (one location designated from the previous period of performance and two locations under this period of performance) will require one trip for up to two (2) contractor staff lasting up to three days. The contractor should assume that the exercises will be conducted in Kansas and two TBD states in the Northeast and Southwest.

#### Exercise Follow-up

The contractor shall also provide support, as needed, to each of the three state planning teams. Support could include the following:

1. Convening the Exercise Design Team for a "where are we now" meeting
  - a. Deliverable: Meeting notes for Exercise Design Team meeting.
2. Working with the Exercise Design Team to determine which actions from their Improvement Planning Matrix remain to be addressed and develop plans for addressing them.
3. Leveraging the latest fact sheets and consolidating lists of resources that can help the states accomplish their action items. Resources cover topics such as power requirements, temporary water systems, and a checklist for utilities to use when coordinating with their local Emergency Management Agencies.

4. Leveraging materials from Fed FUNDS, helping state agencies develop or refine existing water sector-specific Damage Assessment forms.
5. Helping state agencies to develop or refine existing pre-identified resource requests/FEMA Action Request Forms.

### **Task 3: Earthquake Resilience**

The contractor shall provide support for routine maintenance and updates to the new Earthquake GeoPlatform, developed under the previous period of performance. For updates, the contractor should assume addition of up to one GIS layer, to be determined at a later date, and addition of up to three successful earthquake resilience projects as new “dots” on the existing Earthquake GeoPlatform map. Information on the projects will be developed by EPA and provided to the contractor for addition to the GeoPlatform. The contractor shall ensure compliance with Geoplatform metadata standards and publication procedures.

No travel is expected for this task.

### **Task 4: Drought Response and Recovery**

The contractor shall continue to assist EPA in video documentation of two (2) drought case study utilities, which shall be added to the Drought Case Study GeoPlatform website and shall follow the same format. Once completed, these two case study videos shall be added to the GeoPlatform (another “dot” on the map) to keep the site current.

The contractor shall also provide support for routine maintenance to the Drought Case Study GeoPlatform website, as directed by the EPA WACOR. This maintenance may include adding additional Drought narratives under the “Tell Your Drought Story” tab of the Drought GeoPlatform. Information on the projects will be developed by EPA and provided to the contractor for addition to the GeoPlatform. The contractor shall ensure compliance with GeoPlatform metadata standards and publication procedures.

No travel is anticipated for this task.

### **Task 5: Emergency Drinking Water Supply**

Provision of an emergency water supply involves collaboration and partnership between many stakeholders, including local and neighboring water utilities, the community, and various levels of government (including, potentially, the federal government).

The contractor shall continue with efforts from the previous period of performance to conduct an emergency drinking water supply project, which may include consideration of the type of events that could result in the loss of water; a timeline analysis, and step-wise process for procuring water; an assessment of equipment and other resource needs; and a communication and coordination plan. The contractor shall use concepts found in the document: *Planning for an Emergency Drinking Water Supply*

(EPA 600/R-11/054, June 2011), to be supplied to the contractor by EPA, to design the pilot. Deliverables associated with these activities include:

1. Meeting notes for up to two Emergency Water Supply Pilot planning calls
2. Emergency Water Supply Pilot Report

The project will involve not just the drinking water utilities and state primacy agencies, but also others who may be involved in implementing or supporting an emergency water supply plan. Potential participants may include the State National Guard, the Local Emergency Planning Committee (LEPC), Non-Governmental Organizations (NGOs), and state emergency response officials.

For estimating purposes, it is anticipated that each the onsite workshop will take place in New Hampshire, and will require one trip for one (1) contractor staff lasting up to three days.

## V. SCHEDULE/DELIVERABLES TABLE

Task	Deliverable	Quantity	Due Date
0	Work plan	1	Per contract requirements
0	Monthly progress and financial reports	12	Per contract requirements
1	ER Team Communications Report	1 Draft 1 Final	No Later Than (NLT) 30 days after Oct 1, 2018
2	Meeting notes for State Exercise Design Team calls (includes improvement planning calls after exercise)	6-8 per exercise	NLT one week after meeting date
2	Situation Manual for State Exercise	1 per exercise	NLT 45 days after initial Design team call
2	Exercise Fact Sheet	1 per exercise	NLT 45 days after initial Design team call
2	Exercise After Action Report	1 per exercise	NLT 30 days after completion of exercise
3	Earthquake GeoPlatform updates	1	December 2018, or as established by written technical direction

4	Drought GeoPlatform updates	1	December 2018, or as established by written technical direction
5	Meeting notes for Emergency Water Supply Workshop planning calls	4	NLT 7 days after completion of planning call
5	Emergency Water Supply Workshop Summary Notes	1	NLT 30 days after completion of workshop

## VI. REPORTING REQUIREMENTS

All reporting shall be submitted in accordance with the terms of the contract. This includes, but is not limited to, the following:

Monthly Progress Reports (including a progress evaluation discussion)  
Financial Reports

## VII. GREEN MEETINGS AND CONFERENCES

The contractor shall follow the provision of EPA prescription 1523.703-1, *Acquisition of environmentally preferable meeting and conference services (May 2007)*, for the use of off-site commercial facilities for an EPA event, whether the event is a meeting, conference, training session, or other purpose. Environmental preferability is defined at FAR 2.101, and shall be used when soliciting quotes or offers for meeting/conference services on behalf of the Agency.

## VIII. CONFERENCES AND WORKSHOPS

The tasks under this work assignment may require the acquisition of "off-site" facilities for conferences and meetings as defined in the IPN 12-05 and the events associated with this work assignment are covered by EPA Order 1900.3 and may require EPA Form 5170.

The contractor shall immediately alert the WACOR to any anticipated event under the work assignment which may result in incurring an estimated \$20,000 or more cost, funded by EPA, specific to that event, meeting, training, etc. Those costs would include travel of both prime and consultant personnel, planning and facilitation costs, AV and rental of venue costs, etc. The EPA WACOR will then prepare for approval the internal paperwork for the event and will advise the contractor when appropriate signatures have been obtained. At that point, effort can proceed for the event. If the event is being sponsored by another EPA organization, the organization providing the planning is responsible for the approval.

Any event which meets the definition of a "conference," with total net expenditures greater than \$20,000, is required to submit EPA Electronic Form 5170 and Form 5170-A (with cost

estimates/actuals). In the case the workflow system is down and CORs require emergency approval, they can submit EPA Form 5170 (PDF) (2pp, 93K) (with cost estimates) to [conference@epa.gov](mailto:conference@epa.gov).

## **IX. CONTRACTOR IDENTIFICATION**

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, CL-COR and/or WACOR.

## **X. PRINTING**

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

## **XI. SOFTWARE APPLICATION AND ACCESSIBILITY (SECTION 508 REHABILITATION ACT AND AMENDMENTS)**

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:	MS Word, 8.0 or higher (Office 2007 or higher)
Preferred presentation format:	Power Point, Office 2007 or higher
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version 6.0

The WACOR shall identify which of delivered products will require 508 compliance.

## **XII. Quality Assurance Surveillance Plan**

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, schedule, and document development standards.



<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 3-39				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-15-022			Contract Period   09/01/2015   To   06/30/2019 Base                      Option Period Number       3			Title of Work Assignment/SF Site Name Needs Survey				
Contractor Cadmus Group LLC, The					Specify Section and paragraph of Contract SOW 3.1, 6.1					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance  From   07/01/2018   To   06/30/2019				
Comments: Immediate start is authorized for this work assignment but work shall not commence until 7/1/18.										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE: 0				
09/01/2015 To 06/30/2019										
This Action:						5,800				
Total:						5,800				
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee			LOE:			
Cumulative Approved:				Cost/Fee			LOE:			
Work Assignment Manager Name   Robert Barles						Branch/Mail Code:				
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> <span>(Signature)</span> <span>(Date)</span> </div>						Phone Number: 202-564-3814				
						FAX Number:				
Project Officer Name   Nancy Parrotta						Branch/Mail Code:				
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> <span>(Signature)</span> <span>(Date)</span> </div>						Phone Number: 202-564-5260				
						FAX Number:				
Other Agency Official Name   Lisa Mitchell-Flinn						Branch/Mail Code:				
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> <span>(Signature)</span> <span>(Date)</span> </div>						Phone Number: 513-487-2852				
						FAX Number:				
Contracting Official Name   Angela Lower						Branch/Mail Code:				
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> <span>(Signature)</span> <span>(Date)</span> </div>						Phone Number: 513-487-2036				
						FAX Number:				

**PERFORMANCE WORK STATEMENT**  
**Work Assignment #3-39**  
**EP-C-15-022**  
**Performance Period 7/1/18-6/30/19**

**I. ADMINISTRATIVE**

**A. Title: Support for the 2019 Infrastructure Needs Survey**  
(Conducted under Section 6.1 "Surveys & Information Collection"  
of Performance Work Statement. Estimated LOE - 5800 hours)

**B. Work Assignment Contract  
Officer's Representative (WACOR) :**

Robert Barles  
Office of Ground Water and Drinking  
Water (OGWDW)  
1200 Pennsylvania Ave, NW (MC:4606M)  
Washington, DC 20460  
202-564-3814  
202-564-3757 (fax)

**Alternate WACOR:**

Nick Chamberlain  
Office of Ground Water and Drinking  
Water (OGWDW)  
1200 Pennsylvania Ave, NW (MC: 4606M)  
Washington, DC 20460  
202-564-1871  
202-564-3756 (fax)

**C. Quality Assurance:** As part of support for Tasks 1, 2, and 4, specific procedures for the collection, use and analysis of primary and secondary data and measures to assure the quality will need to be described in detail in a Supplemental Project Specific Quality Assurance Project Plan (SQAPP) to be completed under Task 0 of this WA. The new SQAPP will be based on the SQAPP developed under Task 0 of WA 0-39 for the previous 2015 Needs Survey but modified to reflect changes made to the design of the 2019 Survey effort. The SQAPP shall be consistent with the Agency's quality assurance (QA) requirements and serve to append the Contract Level Quality Assurance Project Plan (QAPP). The project specific quality assurance requirements of the SQAPP must be addressed in the monthly progress reports as specified under Task 0, below.

**D. Background:** The purpose of this Work Assignment (WA) is to continue the support for the design and stakeholder coordination for a national survey (2019 Drinking Water Infrastructure Needs Survey, DWINS, or "Needs Survey") that was to have been completed under the previous WA 2-39 but, due to EPA budget limitation, was postponed until initiation of this WA. This WA also goes beyond the scope of the previous WA 2-39 by including additional tasks to support the actual field surveying effort in 2019.

A critical element of the National Drinking Water Program is the oversight of the Drinking Water State Revolving Fund (DWSRF) authorized by Congress to help capitalize state revolving fund programs to provide loans and grants to the Nation's drinking water systems to assist them in addressing their infrastructure investment needs. A key activity conducted by the Office of Ground Water and Drinking Water (OGWDW) in support of the DWSRF program is the conduct of a large survey to determine the infrastructure investment needs of the Nation's drinking water systems. The quadrennial DWINS not only results in a report to the U.S. Congress on the needs for infrastructure investment in the drinking water industry but also provides the basis for the allotment of the annual DWSRF grants to the States based on their relative investment needs.

## **II. OBJECTIVE**

Under this work assignment, the contractor shall continue to provide support for the design and preparation for the 2019 Needs Survey effort that was to have been completed under the previous WA 2-39 (Task 1 and 2) but, due to EPA budget limitations, was postponed until this WA. This WA also goes beyond the previous WA 2-39 with the inclusion of Task 3 support for training session of the 2019 Survey Coordinators and to provide them with technical support once the field surveying effort is underway. A Task 4 is also added to provide support for the review of submitted questionnaires and supporting documentation from surveyed water systems and Survey Coordinators.

Since the completion of the entire 2019 Survey will continue into 2021, the WACOR will direct the contractor on closing out this WA by June 30, 2019, in the best manner possible to facilitate continuation of the effort into the subsequent option year efforts.

## **III. TASK DETAIL**

The contractor shall perform the following tasks:

### **Task 0: Work Plan Submission.**

The contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. If a subcontractor(s) is proposed and subcontractors are outside the local metropolitan area, the contractor shall include information on plans to manage work and contract costs.

For both the efforts under Task 1 and Task 2, the contractor shall develop a new SQAPP that describes the procedures for the collection, use and analysis of data in this work assignment will be undertaken in accordance with EPA quality assurance policies and requirements and the surveying policies and benchmarks established in partnership with the states and industry. The new SQAPP will be based on the previous SQAPP completed under WA 0-39 for the previous 2015 Needs Survey.

This task also includes monthly progress and financial reports. The monthly progress report shall indicate, in a separate QA section, whether significant QA issues have been identified and how they are being resolved. Monthly financial reports must include a table with the invoice LOE and costs broken out by the tasks in this WA. The contractor shall immediately notify the Project Officer (PO) and WACOR if any changes to the tasks involving the collection and analysis of the data occur. With OMB approval of the ICR (as describe in Task 1), the contractor shall provide an updated SQAPP to reflect any changes to the final approved surveying methods of the 2019 effort.

Deliverables: Meeting notes and analysis Work plan, Supplemental Project Specific Quality Assurance Project Plan, monthly progress and financial reports.

### **Task 1: Support for the Development of the Design for the 2015 Drinking Water Infrastructure Needs Survey (DWINS) - (PWS SECTION: 3.1.1)**

As a continuation of support under Task 1 of the previous Cadmus WA 2-39, the contractor shall continue to assist the Environmental Protection Agency (EPA) in undertaking the final design of the 2015 DWINS with end products including: (1) an issues paper; (2) a resolution of issues paper; (3) an initial survey design paper; (4) an analysis of any needed changes to the Needs Survey data base architecture and procedures used in the 2015 Survey effort; and (5) an initial mock-up of training materials to be used with Regional and State Survey Coordinators.

**Subtask 1.1: Conference Call Support.** Prior to the EPA meeting with Regional/state coordinators under Task 1.2, the contractor shall assist EPA in conducting four (4) to seven (7) conference calls with either EPA management team or the Regional/State coordinators to elicit issues needing resolution and options for such resolutions with pros and cons. A key objective shall be to resolve as many issues as possible prior to the conduct of the EPA meeting described under Sub-Task 1.2. The contractor shall provide one (1) technical expert to serve as the conference call facilitator as well as one (1) staff person to provide note-taking services during the conference calls. For planning purposes, it is anticipated that each conference call will be approximately two (2) hours in duration.

Deliverables: Meeting notes and analysis

**Subtask 1.2: Logistical Support for EPA/State Coordinators Meeting.** The contractor shall provide logistical support for the conduct of one (1) EPA/State meeting with the Regional/State Needs Survey Coordinators. The meeting shall be structured around the findings and issues arising from the conduct of the previous 2015 Needs Survey to determine areas of improvement for the 2019 Survey. The objective of the meeting will be to attain near-consensus on resolution of raised issues and the design of the 2019 Survey. EPA anticipates that the meeting will be held in Chicago and shall involve no more than 50 participants. Logistical support for this subtask shall include: (a) working with hotels in the area to arrange a bank of rooms for participants to contact to make reservations for accommodations; (b) working with small conference facilities to arrange meeting location and logistics and communicating that information to participants; (c) working with WACOR to prepare the meeting agenda; (d) survey expert support to address issues raised at the meeting; and (e) note taking support. For budgeting purposes, the contractor shall assume the need for travel to the meeting by four contract personnel.

Deliverables: Conference location and logistical information; anticipated cost information to assist the WACOR in completing EPA Form 5170; attendees list; annotated agenda and issues list; meeting notes and analysis

**Sub-Task 1.3: Support for EPA Decision on Final Survey Design.** Based on the information gathered at the workshop under Task 1.2, the contractors shall develop a draft issue resolution paper and a draft survey design paper. The drafts of these papers shall be provided to the EPA WACOR and to the Regional/State Coordinators for review and comment. Upon final review and comment, the contractor shall develop a final of these papers and draft an initial training manual mock up for review and approval by the WACOR.

Deliverables: Draft and final issue papers; initial training manual mock up

**Sub-Task 1.4: Analysis of Needed Changes to 2015 Survey Data Base**

**Architecture and Procedures.** The starting point for managing the incoming 2019 field survey data and analysis will be the assumption of using the same data base architecture used with the 2015 effort, updated to comply with the Agency's Federal Information Technology Reform Act (FITARA) policies and efforts. However, the contractor shall undertake a review of the proposed 2019 Survey's design, methods and procedures to determine if there will be any need to change the current data base architecture or procedures from a user's prospective and explore opportunities to employ existing enterprise licensed tools that EPA currently holds for possible improved cost-effectiveness and efficiencies. Furthermore, the contractor shall maintain a minimum level of IT expertise of the data base to provide any program/data user input requested by EPA's IT offices involved in the hosting and maintenance of the data base particularly the Office of Water's Information Management Officers (IMOs) and the Office of Environmental Information (OEI).

Deliverables: IT analysis paper of needed changes, if any, to existing data base.

**Task 2: Preparation for Initiating the 2019 Drinking Water Infrastructure Needs Survey (DWINS) – (PWS SECTION: 3.1.1)**

Based on EPA final design decisions resulting from support under Task 1, the contractor shall assist EPA in preparing to undertake the 2019 Survey.

**Subtask 2.1: Support to Establish the Sample Frame and Statistical Sample.**

The contractor shall develop the sample frame and determined the statistical sample for the survey based on EPA's final design decisions resulting from support under Task 1.

Deliverables: Description of final sample frame.

**Subtask 2.2: Development of survey questionnaire and supporting**

**documentation.** The contractor shall develop the survey questionnaire in a manner like that done for the 2015 Survey but including any necessary modifications resulting from EPA's final survey design decisions resulting from support under Task 1.

Deliverables: Draft and final Survey questionnaire and supporting documentation.

**Subtask 2.3: Support for expert peer review of survey design, materials and**

**approach.** The contractor shall develop a package of documents including the 2019 Survey's methodology, questionnaire and support documentation, and training materials to be submitted by the WACOR to an Agency peer review process. The contractor shall provide support to the WACOR in responding to any issues or questions raised by the peer review process. For budget

planning purposes, the contractor shall assume a similar effort as that done for the 2015 Survey.

Deliverables: A package of documents including the 2019 Survey's methodology, questionnaire and support documentation, and training materials for submission to EPA peer review process

**Subtask 2.4: Support for the preparation and defense of the Information Collection Rule (ICR) submittal for OMB approval.** The contractor shall assist EPA in the development of the ICR and supporting materials for OMB review and approval. For budget planning purposes, the contractor shall assume a similar effort as that done for the 2015 Survey.

Deliverables: Draft and final ICR

**Task 3: Training for the 2015 Drinking Water Infrastructure Needs Survey (DWINS) - (PWS SECTION: 3.1.1)**

Based on EPA final design decisions resulting from support under Tasks 1 and Task 2, the contractor shall assist EPA in undertaking the development of training material and the arranging and conducting of both pre-surveying and mid-way survey training sessions. For planning and budget purposes, the contractor shall assume a considerably scaled-back surveying effort (e.g., 600 total surveyed systems as oppose to 2015 Survey's 2800 systems) and therefore smaller number of training participants; the level of size and complexity of the training material should be like that of the previous 2015 Survey effort.

**Subtask 3.1: Final preparation and delivery of training materials for pre-surveying training of 2019 Survey Coordinators.** Based on WACOR's review and comments on provided mock up, prepare final training packages, the contractor shall arrange 2-day training sessions in each of the EPA regional offices in Philadelphia, Atlanta, Chicago, Dallas and San Francisco. As done for the 2011 training sessions, the contractor shall prepare a summary report after each training session on issues raised at the meeting and any need to adjust the training approach or materials.

**Subtask 3.2: Logistical Support for EPA/State Coordinators Meeting Subtask.** The contractor shall provide logistical support for the conduct of one (1) EPA/State workshop with 2019 Survey Coordinators. The workshop shall include time for dialogue on issues arising from early implementation of the field data collection effort by the states and Regions. However, the primary purpose of the meeting is providing states with additional training on the process, policies and benchmarks for the survey's acceptance of submitted projects and supporting documentation. The session will focus on the first few submissions from each state to identify problems and possible resolutions with state submissions; the type of training will be referred to as "first few training" (see Sub-Task 3.3 below).

EPA anticipates that the workshop will be held in Denver, Colorado and, based on the assumption of a smaller 2019 Survey effort, shall involve no more than 20 participants. Logistical support for this subtask shall include: (a) venue selection, (b) agenda preparation, (c) facilitation support, (d) technical expert support; and (e) note taking support. For cost control, the meeting shall be held at EPA Region 8 facilities.

It is anticipated that the total contractual cost for supporting the meeting will fall above the \$20,000 trigger for a Form 5170 submission. The contractor shall support the WACOR in estimating the cost of the conference and completing Form 5170 for successful submission and approval. Following the meeting, the contractor shall provide actual cost inputs for completion of the Form 5170 process.

**Sub-Task 3.3: Support for Additional Training of Selected States.** As a result of state travel restraints or restrictions, some states will not have been in attendance either the "pre-surveying training" session supported under Sub-Task 3.1 or the "mid-survey training" session under Sub-task 3.2. At the WACOR direction, the contractor shall provide either or both types of training to an individual state within the timeframe of this WA 3-39 (i.e., prior to June 30, 2019). For budgeting purposes, the contractor shall assume three of these training like the 2-day effort supported under Sub-Task 3.1 in the state capitals of Michigan, Georgia and Massachusetts.

**Task 4: Support for the Field Data Collection for the 2015 Drinking Water Infrastructure Needs Survey (DWINS) - (PWS SECTION: 3.1.1)**

The contractor shall conduct reviews of completed survey questionnaires and supporting documentation submitted by the states to determine the acceptance of infrastructure projects as investment needs according to EPA policies and benchmarks for the 2019 Survey established as part of the efforts under Task 1 and 2. For budgeting purposes, the contractor shall assume policies and benchmarks to be the same as those used in the 2015 Survey effort. However, the contractor shall assume only 600 water systems in total will be sampled by the 2019 Survey (a significantly smaller total than the 2800 systems sampled in the 2015 Survey effort.) The contractor shall also assume that only 200 submissions will be review under this WA time period (up to June 30, 2019) with the remaining 400 submissions coming during the time period of the next WA (i.e, starting July 1, 2019). It is anticipated that the majority of the projects that will be submitted to the 2019 Survey for review will be those previously submitted in the 2015 Survey, and that the review of these previously-sampled systems will require less labor effort than those systems sampled for the first time in the 2019 effort.

The contractor shall employ the web-based tracking system used in the 2015 Survey effort.

The contractor shall continue to provide a bi-weekly update, like that done with the 2015 Survey, to the WACOR indicating for each state/Region: the percent (%) of systems reported in; number of projects submitted; rejection rate; and time used for review and technical assistance. The weekly report will identify emerging issues regarding either: progress in field data collection by each State; atypical time use for review and technical assistance; or potential policy issues that require EPA's attention and resolution.

The contractor shall provide technical assistance to states in the form of phone calls or e-mails to assist them in determining what information or supporting documentation is needed to make a rejected project acceptable for inclusion in the Survey. For budget estimating purposes, the contractor shall assume, on average, three communications with each state and EPA Region, each session lasting one (1) hour each. The contractor shall provide at least a mid-level analyst (P3) for these consultations with a state or

Region.

#### IV. SCHEDULE OF DELIVERABLES

TASK No.	DELIVERABLE	DATE DUE TO EPA
<b>Task 0: Work Plan Submission</b>		
	Work plan, budget, and QA supplemental	According to Contract
	Progress and financial reports	Monthly
<b>Task 1: Support for the Development of the Design for the 2015 Drinking Water Infrastructure Needs Survey (DWINS)</b>		
	Issue papers and analysis	August 2018
	Materials for Survey coordinators meeting	September 2018
	Issue paper and initial training material mock-up	October 2018
	Analysis paper on needed changes to data base architecture and procedures	October 2018
<b>Task 2: Preparation for 2019 Needs Survey</b>		
	Sample frame description	August 2018
	Survey questionnaire and supporting materials	Sept 2018
	Package for peer review process	August 2018
	Draft ICR document	October 2018
<b>Task 3: Training 2019 Survey Coordinators</b>		
	Schedule of all pre-surveying training sessions	October 2018
	Conduct training sessions	Per approved October schedule
	Summary report from each training session including issue each state was having and resolution	2 weeks after each session
	Schedule of all "first few training sessions" for selected states	April 2019
	Conduct training sessions	Per approved schedule
	Summary report from each training session including issue each state was having and resolution	2 weeks after each session
<b>Task 4: Survey Submission Reviews</b>		
	Initiate reviews of survey submissions	April 2019
	Initiate weekly reports to EPA	May 2019

#### V. MISCELLANEOUS

##### Software Application Files and Accessibility

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not



limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format: MS Word, 8.0 or higher (Office 2003 or higher)  
Preferred presentation format: Power Point, Office 2003 or higher  
Preferred graphics format: Each graphic is an individual GIF file  
Preferred portable format: Adobe Acrobat, version 6.0

## **VI. VI. TRAVEL**

The contractor shall anticipate travel to attend two planning conferences with state representatives and up to five (5) trips to provide training to survey coordinators in support of this WA (Task 1 and Task 3) over the duration of the performance period. The travel is anticipated to be to provide technical and logistical support for the conferences and training workshops. Travel will be directly related to the scope of this Work Assignment and support advancement of the work under Task 1 and Task 3.

Conferences will include:

- A 2-day pre-surveying conference with Survey Coordinators at EPA's Chicago Regional Offices to reach agreement on the Survey's design and process; and
- A 1-day mid-surveying conference with Survey Coordinators at EPA Dallas Regional Offices to ascertain and resolve any issues for achieving a successful field surveying effort.

Training workshops will include:

- One and one-half sessions with Survey Coordinators at EPA Regional Offices in Philadelphia, Atlanta, Chicago, Dallas and San Francisco.

## **MEETINGS, CONFERENCES, TRAINING EVENTS, AWARD CEREMONIES AND RECEPTIONS**

All appropriate clearances and approvals required by Agency policy in support of all conference related activities and expenses, including support of meetings, conferences, training events, award ceremonies and receptions, including the form 5170 for all meetings costing more than \$20,000, shall be obtained by the EPA CL-COR as needed and provided to the Contracting Officer (CO). Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the EPA CL-COR.

## **VII. CONTRACTOR IDENTIFICATION**

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The

contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, CL-COR and/or WACOR.

#### **VIII. PRINTING**

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

#### **IX. Technical Direction**

The Contract level COR or an authorized individual is permitted to provide technical direction. Technical direction must be within the statement of work of the contract and includes: (1) Direction to the contractor which assists the contractor in accomplishing the Statement of Work, (2) Comments on and approval of reports or other deliverables. Technical direction will be issued in writing or confirmed in writing within five (5) calendar days after verbal issuance. One copy of the technical direction memorandum will be forwarded to the Contracting Officer and the Contract Level Contracting Officer Representative.

#### **X. Quality Assurance Surveillance Plan**

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, timeliness/deliverables, and document development standards.

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 3-39				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001				
Contract Number EP-C-15-022			Contract Period   09/01/2015   To   06/30/2019 Base                      Option Period Number      3			Title of Work Assignment/SF Site Name Needs Survey				
Contractor Cadmus Group LLC, The					Specify Section and paragraph of Contract SOW 3.1, 6.1					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance  From   07/01/2018   To   06/30/2019				
Comments: The purpose of this amendment 1 to Cadmus (EP-C-15-022) WA 3-39 is to amend and expand the support necessary for the 2019 Needs Survey effort.										
<input type="checkbox"/> Superfund    Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
Note: To report additional accounting and appropriations data use EPA Form 1900-69A.										
SFO <input type="checkbox"/> (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE: 5,800						
09/01/2015 To 06/30/2019										
This Action:				750						
Total:				6,550						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee			LOE:			
Cumulative Approved:				Cost/Fee			LOE:			
Work Assignment Manager Name   Robert Barles							Branch/Mail Code:			
_____ (Signature)    (Date)							Phone Number: 202-564-3814			
							FAX Number:			
Project Officer Name   Nancy Parrotta							Branch/Mail Code:			
_____ (Signature)    (Date)							Phone Number: 202-564-5260			
							FAX Number:			
Other Agency Official Name							Branch/Mail Code:			
_____ (Signature)    (Date)							Phone Number:			
							FAX Number:			
Contracting Official Name   Angela Lower							Branch/Mail Code:			
_____ (Signature)    (Date)							Phone Number: 513-487-2036			
							FAX Number:			

**PERFORMANCE WORK STATEMENT**  
**Work Assignment #3-39 Amendment #1**  
**EP-C-15-022**  
**Performance Period 7/1/18-6/30/19**

**I. ADMINISTRATIVE**

**A. Title: Amendment to WA 3-39 to Increase Support for an Expanded and Accelerated 2019 Infrastructure Needs Survey Effort**

(Conducted under Section 6.1 "Surveys & Information Collection" of Performance Work Statement)

Estimated Additional LOE – 6550 hours

**B. Work Assignment Contract  
Officer's Representative (WACOR) :**

Robert Barles  
Office of Ground Water and Drinking  
Water (OGWDW)  
1200 Pennsylvania Ave, NW (MC:4606M)  
Washington, DC 20460  
202-564-3814  
202-564-3757 (fax)

**Alternate WACOR:**

Nick Chamberlain  
Office of Ground Water and Drinking  
Water (OGWDW)  
1200 Pennsylvania Ave, NW (MC: 4606M)  
Washington, DC 20460  
202-564-1871  
202-564-3756 (fax)

**C. Quality Assurance:** The quality assurance requirements described and pursued under the existing Task 0 will apply to this amended effort.

**D. Background:** This amendment to WA 3-39 requests increased contractual support to address an EPA decision to expand and accelerate the 2019 Drinking Water Infrastructure Needs Survey (DWINS or "Needs Survey") effort beyond that envisioned by the current 3-39 Work Assignment/Plan. The primary change will be to the assumption under the current Task 4 of the Needs Survey sampling a total of only 600 water systems to becoming a sample more like the approximately 2800 systems sampled in the 2015 Needs Survey (the final 2019 Survey's sampling frame will be determined with support under Task 2). Increasing the total sample size will also require an acceleration of the sampling effort, previously envisioned under the existing Task 4 of the 3-39 Work Assignment/Plan of completing the review of 200 water system submissions, to approximately 1000 submissions by the end of this Work Assignment/Plan (June 30, 2019). While the bulk of the change in effort is to Task 4 of the existing Work Assignment/Plan, it is expected that additional labor hours will be needed to assure the meeting of the objectives of Task 1, Task 2 and Task 3, under an expanded surveying effort, as described below.

**II. OBJECTIVE**

Under this work assignment amendment, the contractor shall provide expanded support necessary to expand and accelerate the 2019 Needs Survey effort over that planned for the current 3-39 Work Assignment and Work Plan.

**III. TASK DETAIL**

The contractor shall perform the following additional tasks:

**Task 0: Amended Work Plan Submission.** The contractor shall amend the current 3-39 Work Plan and accompanying Supplemental Quality Assurance Project Plan (SQAPP) to reflect the expansion and acceleration of the 2019 Needs Survey support effort described in Tasks 1 through 4 below.

**Task 1: Amended Support for the Development of the Design for the 2015 Drinking Water Infrastructure Needs Survey (DWINS) – (PWS SECTION: 3.1.1).** While the efforts under this Task have been delayed pending EPA's final decisions on moving forward with the 2019 Survey, it remains imperative to complete the sub-tasks under Task 1 as close as possible to the original schedule laid out in the existing 3-39 Work Assignment/Plan. As noted in the schedule below, an additional month has been added to the original 3-39 Task 1 milestones. It is recognized by EPA that the schedule is still an acceleration over that planned under the existing Work Assignment/Plan; the contractor shall inform the WAM of any issues that arise in meeting the new milestone dates. The general effort under each of the sub-tasks remain much the same but additional hours are provided to allow for increased contractual support to accelerate the Task 1 efforts.

**Task 2: Amended Support for Preparation for Initiating the 2019 Drinking Water Infrastructure Needs Survey (DWINS) – (PWS SECTION: 3.1.1).** Like the change to Task 1, the sub-tasks of Task 2 remain generally the same regarding support even though there are significant changes to the content derived from the efforts to reflect the Survey's larger sample size. However, due to the delay in EPA decisions regarding initiating the Survey, the sub-tasks of Task 2 must be now accomplished under an accelerated timetable than that envisioned by the current 3-39 Work Assignment/Plan. An increase in labor hour are provided under this Amendment for the contractor to achieve the objectives of each of Task 2's subtasks under an accelerated timetable.

**Task 3: Amended Support for Training for the 2015 Drinking Water Infrastructure Needs Survey (DWINS) – (PWS SECTION: 3.1.1).** Like the change to Task 1 and Task 2, the sub-tasks of Task 3 remain generally the same regarding support even though there are significant changes to the content derived from the efforts to reflect the Survey's larger sample size. However, due to the delay in EPA decisions regarding initiating the Survey, the sub-tasks of Task 3 must be now accomplished under an accelerated timetable than that envisioned by the current 3-39 Work Assignment/Plan. An increase in labor hour are provided under this Amendment for the contractor to achieve the objectives of each of Task 3's subtasks under an accelerated timetable.

**Task 4: Amended Support for the Field Data Collection for the 2015 Drinking Water Infrastructure Needs Survey (DWINS) – (PWS SECTION: 3.1.1)**

The bulk change in labor support under this Amendment is for Task 4, reflecting a change in the expected 2019 Needs Survey total sample size from approximately 600 water submissions to a number like the 2800 systems sampled by the 2015 Survey (the final sample size will be determined with the support under Sub-Task 2.1). The change in total sample size also must be reflected in the number of systems to reviewed by the end of this Work Assignment/Plan (June 30, 2019) from the current target of approximately 200 water systems submission to approximately 1000 submissions. An increase in labor hour are provided under this Amendment for the contractor to achieve the objectives of each of Task 3's subtasks under an accelerated timetable.

#### IV. AMENDED SCHEDULE OF DELIVERABLES

TASK No.	DELIVERABLE	DATE DUE TO EPA
<b>Task 0: AMENDED Work Plan Submission</b>		
	Work plan, budget, and QA supplemental	According to Contract
	Progress and financial reports	Monthly
<b>Task 1: AMENDED Support for the Development of the Design for the 2015 Drinking Water Infrastructure Needs Survey (DWINS)</b>		
	Issue papers and analysis	SEPTEMBER 2018
	Materials for Survey coordinators meeting	OCTOBER 2018
	Issue paper and initial training material mock-up	NOVEMBER 2018
	Analysis paper on needed changes to data base architecture and procedures	NOVEMBER 2018
<b>Task 2: AMENDED Preparation for 2019 Needs Survey</b>		
	Sample frame description	SEPTEMBER 2018
	Survey questionnaire and supporting materials	OCTOBER 2018
	Package for peer review process	OCTOBER 2018
	Draft ICR document	NOVEMBER 2018
<b>Task 3: AMENDED Training 2019 Survey Coordinators</b>		
	Schedule of all pre-surveying training sessions	October 2018 (UNCHANGED)
	Conduct training sessions	Per approved October schedule
	Summary report from each training session including issue each state was having and resolution	2 weeks after each session
	Schedule of all "first few training sessions" for selected states	April 2019 (UNCHANGED)
	Conduct training sessions	Per approved schedule
	Summary report from each training session including issue each state was having and resolution	2 weeks after each session
<b>Task 4: AMENDED Survey Submission Reviews</b>		
	Initiate reviews of survey submissions - DEADLINE REMAINS BUT TARGET IS INCREASED TO 1000 (APPROXIMATE)	April 2019 (UNCHANGED)
	Initiate weekly reports to EPA	May 2019 (UNCHANGED)

#### V. MISCELLANEOUS

Software Application Files and Accessibility

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:	MS Word, 8.0 or higher (Office 2003 or higher)
Preferred presentation format:	Power Point, Office 2003 or higher
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version 6.0

#### **VI. MEETINGS, CONFERENCES, TRAINING EVENTS, AWARD CEREMONIES AND RECEPTIONS**

None required

#### **VII. CONTRACTOR IDENTIFICATION**

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, CL-COR and/or WACOR.

#### **VIII. PRINTING**

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

#### **IX. Technical Direction**

The Contract level COR or an authorized individual is permitted to provide technical direction. Technical direction must be within the statement of work of the contract and includes: (1) Direction to the contractor which assists the contractor in accomplishing the Statement of Work, (2) Comments on and approval of reports or other deliverables. Technical direction will be issued in writing or confirmed in writing within five (5) calendar days after verbal issuance. One copy of the technical direction memorandum will be forwarded to the Contracting Officer and the Contract Level Contracting Officer Representative.

#### **X. Quality Assurance Surveillance Plan**

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, timeliness/deliverables, and document development standards.

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 3-39				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000002				
Contract Number EP-C-15-022			Contract Period 09/01/2015 To 06/30/2019 Base                      Option Period Number    3			Title of Work Assignment/SF Site Name Needs Survey				
Contractor Cadmus Group LLC, The					Specify Section and paragraph of Contract SOW 3.1, 6.1					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					Period of Performance From 07/01/2018 To 06/30/2019					
Comments: The purpose of this amendment 2 to Cadmus (EP-C-15-022) WA 3-39 is to cancel amendment 1.										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE:						
09/01/2015 To 06/30/2019				6,550						
This Action:				-965						
Total:				5,585						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee		LOE:				
Cumulative Approved:				Cost/Fee		LOE:				
Work Assignment Manager Name    Robert Barles  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-3814 FAX Number:				
Project Officer Name    Nancy Parrotta  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-5260 FAX Number:				
Other Agency Official Name  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: FAX Number:				
Contracting Official Name    Angela Lower  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>10/17/2018 (Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2036 FAX Number:				



<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 3-39				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000003				
Contract Number EP-C-15-022			Contract Period 09/01/2015 To 06/30/2019			Title of Work Assignment/SF Site Name				
			Base                      Option Period Number                      3			Needs Survey				
Contractor Cadmus Group LLC, The					Specify Section and paragraph of Contract SOW 3.1, 6.1					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					Period of Performance  From 07/01/2018 To 06/30/2019					
Comments: The purpose of amendment 3 to Cadmus (EP-C-15-022) WA 3-39 is to place an NTE ceiling of \$100,000 and 690 hours on this work assignment. See attachment for additional clarification.										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> (Max 2)                      Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE: 5,585				
09/01/2015 To 06/30/2019										
This Action:						0				
Total:						5,585				
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee		LOE:				
Cumulative Approved:				Cost/Fee		LOE:				
Work Assignment Manager Name Robert Barles						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number: 202-564-3814				
						FAX Number:				
Project Officer Name Nancy Parrotta						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number: 202-564-5260				
						FAX Number:				
Other Agency Official Name						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number:				
						FAX Number:				
Contracting Official Name Angela Lower						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number: 513-487-2036				
						FAX Number:				

**PERFORMANCE WORK STATEMENT**  
**Work Assignment #3-39 Amendment #3**  
**EP-C-15-022**  
**Performance Period 7/1/18-6/30/19**

**I. ADMINISTRATIVE**

**A. Title: Support for 2019 Infrastructure Needs Survey Effort**  
(Conducted under Section 6.1 "Surveys & Information Collection" of Performance Work Statement)

**B. Work Assignment Contract  
Officer's Representative (WACOR) :**

Robert Barles  
Office of Ground Water and Drinking  
Water (OGWDW)  
1200 Pennsylvania Ave, NW (MC:4606M)  
Washington, DC 20460  
202-564-3814  
202-564-3757 (fax)

**Alternate WACOR:**

Nick Chamberlain  
Office of Ground Water and Drinking  
Water (OGWDW)  
1200 Pennsylvania Ave, NW (MC: 4606M)  
Washington, DC 20460  
202-564-1871  
202-564-3756 (fax)

**C.** The purpose of amendment 3 to Cadmus (EP-C-15-022) WA 3-39 is to place an NTE ceiling of \$100,000 and 690 hours on this work assignment. No work shall proceed on tasks 1.1, 1.4, 3.1, 3.2, 3.3, and 4.0 until written technical direction is issued. Ceilings on the task level are as follows: Tasks 0.0: \$11,500; 1.2: \$3,600; 1.3: \$21,800; 2.1: \$11,600; 2.2, \$8,700; 2.3: \$14,500; and 2.4: \$28,300.

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 3-39				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000004				
Contract Number EP-C-15-022			Contract Period   09/01/2015   To   06/30/2020 Base                      Option Period Number       3			Title of Work Assignment/SF Site Name Needs Survey				
Contractor Cadmus Group LLC, The					Specify Section and paragraph of Contract SOW 3.1, 6.1					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					Period of Performance  From   07/01/2018   To   06/30/2019					
Comments: The purpose of A4 to Cadmus (EP-C-15-022) WA 3-39 is to increase the NTE ceiling to \$200,000 and 1380 hours. No work shall proceed on tasks 3.2, 3.3 and 4.0 unless written technical direction is issued. Contractor shall work with WACOR on determining the optimum distribution of expenditures for WA 3-39 tasks.										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE: 5,585				
09/01/2015 To 06/30/2020										
This Action:						0				
Total:						5,585				
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee		LOE:				
Cumulative Approved:				Cost/Fee		LOE:				
Work Assignment Manager Name   Robert Barles						Branch/Mail Code:				
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"><span>(Signature)</span><span>(Date)</span></div>						Phone Number: 202-564-3814				
						FAX Number:				
Project Officer Name   Nancy Parrotta						Branch/Mail Code:				
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"><span>(Signature)</span><span>(Date)</span></div>						Phone Number: 202-564-5260				
						FAX Number:				
Other Agency Official Name						Branch/Mail Code:				
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"><span>(Signature)</span><span>(Date)</span></div>						Phone Number:				
						FAX Number:				
Contracting Official Name   Kathleen Rechenberg						Branch/Mail Code:				
<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"><span>(Signature)</span><span>(Date)</span></div>						Phone Number: 513-487-2853				
						FAX Number:				

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 3-48				
						<input type="checkbox"/> Other <input type="checkbox"/> Amendment Number:				
Contract Number EP-C-15-022			Contract Period   09/01/2015   To   06/30/2019 Base                      Option Period Number      3			Title of Work Assignment/SF Site Name Sustain Systems and Cap Dev				
Contractor Cadmus Group LLC, The					Specify Section and paragraph of Contract SOW 3.2, 3.3					
Purpose: <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance  From   07/01/2018   To   06/30/2019				
Comments: Immediate start is authorized for this work assignment but work shall not commence until 7/1/18.										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:		LOE:						
09/01/2015   To   06/30/2019				0						
This Action:				1,500						
Total:				1,500						
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee		LOE:				
Cumulative Approved:				Cost/Fee		LOE:				
Work Assignment Manager Name    Adrienne Harris  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-250-8793 FAX Number:				
Project Officer Name    Nancy Parrotta  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-5260 FAX Number:				
Other Agency Official Name    Lisa Mitchell-Flinn  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2852 FAX Number:				
Contracting Official Name    Angela Lower  <div style="display: flex; justify-content: space-between;"> <div>_____ (Signature)</div> <div>_____ (Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2036 FAX Number:				

**PERFORMANCE WORK STATEMENT**  
**EP-C-15-022**  
**Work Assignment No. 3-48**  
**Period of Performance: 7/1/18 – 6/30/2019**

**I. ADMINISTRATIVE:**

**A. Title: Support for the Implementation of Federal, State, and Tribal Drinking Water Programs to Promote Sustainable Systems and Capacity Development**

**B. Contract Level PWS Sections: 3.2, 3.3**

**C. LOE: 1500**

**D. Work Assignment Contracting Officer's Representative (WACOR):**

Adrienne Harris  
US EPA  
OGWDW (4606M)  
1200 Pennsylvania Avenue NW  
Washington, DC 20460  
(202) 250-8793  
E-mail: [harris.adrienne@epa.gov](mailto:harris.adrienne@epa.gov)

**Alternate WACOR:**

Cindy Mack  
US EPA  
OGWDW (4606M)  
1200 Pennsylvania Avenue NW  
Washington, DC 20460  
(202) 564-6280  
E-mail: [mack.cindy-y@epa.gov](mailto:mack.cindy-y@epa.gov)

**E. Quality Assurance:**

Task 1 in this work assignment require quality assurance (QA). Collection, use and analysis of data will be identical to the procedures described in the Supplemental Project Specific Quality Assurance Project Plans (SQAPP) completed under task 1 of WA 2-48, consistent with the Agency's Quality Assurance (QA) requirements, appending the Contract Quality Assurance Project Plan (QAPP). The project specific QA requirements must be addressed in the monthly progress reports as specified under Task 0, below.

**F. Background:**

More than 97% of the nation's public water systems serve fewer than 10,000 persons. These small systems face unique financial and operational challenges in providing drinking water that meets federal, state and tribal standards. This particular group of public water systems often lacks the time or expertise to make needed infrastructure repairs, install or operate treatment, or develop comprehensive source water protection plans, financial plans or asset management plans. Complying with Environmental Protection Agency (EPA) regulations and rising customer expectations may pose a real challenge to some of these systems. EPA is committed to assisting small systems in enhancing the managerial, financial and technical capacity they need to provide safe drinking water now and in the future by providing comprehensive support through publications, training and technical/financial assistance. EPA strives to collaborate with states, tribes and technical assistance providers to provide complementary, targeted

support that can directly address the needs and concerns of these systems and the states that regulate them. Amongst these small systems, tribal utilities have historically been less compliant with SDWA regulations than their non-tribal counterparts. The EPA is emphasizing with tribal utilities the need to improve technical, managerial and financial capacities, which will lead to greater compliance with regulations.

In December 2015, EPA and the Association of State Drinking Water Administrators co-sponsored a National Workshop on Capacity Development and Operator Certification in Dallas, Texas. Over 30 states were represented, as well as the major national training and technical assistance provider organizations and the EPA regional coordinators for the Operator Certification and Capacity Development programs. There was strong agreement among workshop participants that close communication and collaboration among the state programs, technical assistance providers and EPA is critical to helping small drinking water systems address their technical, managerial and financial challenges. This is the same theme that had previously emerged at the National Workshops in 2010 and 2013 and in the State-EPA "Re-Energizing" workgroup for the Capacity Development and Operator Certification programs.

EPA is seeking contractor support for its efforts to strengthen communication among the state programs and to develop and share informational products and tools that assist states in administering the Safe Drinking Water Act as it applies to small drinking water systems. In support of Building Capacity, Workforce Development and Asset Management these workgroups and its activities, as well in support of activities in other topic areas related to small water system capacity development, contractor support is needed to conduct basic investigation, research and analysis, provide logistical support for teleconferences and webinars, assist with document preparation, and provide technical support for internal Agency reporting and analysis.

Supporting the building of managerial capacity to small systems EPA released CUPSS, the Check Up Program for Small Systems, in February 2008. CUPSS is a "101 level" asset management tool for small drinking water and wastewater utilities. Contractor support is needed to provide technical assistance to CUPSS users. In the event that CUPSS requires significant IT redevelopment this work will be supported by a FITARA approved contract.

Additionally, operator certification for public water systems was a key component of the 1996 Safe Drinking Water Act (SDWA) Amendments. Section 1419 of the SDWA requires approved state operator certification programs in order to avoid withholding of Drinking Water State Revolving Fund monies. The SDWA operator certification program requirement only applied to states so, EPA developed a goal for operator certification in Indian country as part of the 1998 - 2003 Office of Water (OW) Tribal strategy "Protecting Public Health and Water Resources in Indian Country: A Strategy for EPA/Tribal Partnership". The goal stated, "By 2005, 80% of Tribal community and non-transient non-community (NTNC) water systems will have a certified operator". As a result, the *Tribal Drinking Water Operator Certification Program Final Guidelines* were developed and a Notice of Availability of these Final Guidelines was published on July 29, 2005 [70 FR 43868-43869]. This voluntary certification program is intended to provide tribes with further certification opportunities in addition to the existing training or certification programs offered by states, various federal agencies, and private organizations. Contractor support is needed to provide the benefits of certification to both the public water system operators and the communities they serve in Indian country. Through the

training required to receive and maintain certification, operators learn how to supply drinking water that meets national standards and gain understanding of the associated public health benefits.

## **II. OBJECTIVE:**

The contractor shall provide support for state-EPA collaboration to address the needs of small and/or tribal drinking water systems and system operators. The support provided by the contractor shall help EPA better understand and provide the direct resources and tools needed to help systems attain and/or maintain sustainability.

## **III. TASK DETAIL:**

The contractor shall perform the following tasks:

### **Task 0 – Work Plan Submission**

The contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. If a subcontractor(s) is proposed and subcontractors are outside the local metropolitan area, the contractor shall include information on plans to manage work and contract costs.

In addition, the contractor shall prepare a statement indicating that this WA is a continuation of WA 2-48. The work plan shall explain that collection, use and analysis of data in this work assignment will be identical to the procedures described in the SQAPP completed under task 1 of WA 2-48. This task also includes monthly progress and financial reports. The monthly progress report shall indicate, in a separate QA section, whether significant QA issues have been identified and how they are being resolved. Monthly financial reports must include a table with the invoice LOE and costs' broken out by the tasks in this WA. The contractor shall immediately notify the Contract Level Contracting Officer Representative (CLCOR) and Work Assignment Contracting Officer Representative (WACOR) if any changes to the tasks involving the collection and analysis of the data occur and prepare a new SQAPP supplementing the Contract QAPP accordingly. Work on these tasks cannot proceed until the contractor receives notification of the new or SQAPP approval from the CLCOR via e-mail.

The tasks under this work assignment do not require the acquisition of "off-site" facilities for conferences and meetings as defined in the IPN 12-05.

Deliverables: Work plan and monthly progress and financial reports, Summary of Quality Assurance Activities and Issues by Work Assignment.

### **Task 1 – Implementation Support for the Capacity Development & Operator Certification Programs**

The contractor shall provide services to support activities related to the implementation of the Capacity Development and Operator Certification programs. These services include background

research, preparation of documents, and support for meetings.

**Subtask 1.1: Background research** – As specified by written technical direction, the contractor shall conduct research in specific topic areas such as historical implementation and outcomes of capacity development and operator certification programs, sustainable management practices, program collaboration, water system partnership development and other small system related issues to support the implementation of these programs. Sources can include states, industry, technical assistance providers and other stakeholders. Additional support will be provided to any workgroup to implement these programs. These include asset management, capacity development training, operator certification, and building partnerships. Support will be in the form of materials as needed for meetings, document development, and notes during monthly calls as needed. The contractor shall additionally contact appropriate sources to confirm factual information contained in proposed EPA documents and fact sheets, such as descriptions of state programs and best practices, for example.

**Subtask 1.2: Preparation of documents** – The contractor shall support EPA's development of documents, fact sheets and other informational materials related to the implementation of the Capacity Development and Operator Certification programs, including partnership development, energy and water efficiency, workforce development, asset management and workgroup support. Possible products include but are not limited to: guidance for how to use SRF funds for partnership activities; compilation of state asset management initiatives; funding coordination partnership case studies and SDWA compliance and sustainability activities. The contractor shall prepare the formatting and layout of documents to prepare documents for final publication, and assure conformance with Agency standards for publications, such as layout, appearance, and Section 508 compliance.

**Subtask 1.3: Support for meetings** – The contractor shall provide logistical and technical support for the team meetings and workgroups through webinar logistical support and other activities as specified through written technical direction.

**Subtask 1.4: Planning support for National Workshop** – The contractor shall participate in 3-4 workshop planning committee conference calls (not to exceed 2 hours) and serve as note-taker. The contractor shall design and prepare the draft program materials that will be provided to workshop attendees. The contractor shall provide other planning support for the National Workshop as specified through written technical direction by the WACOR.

In addition, the contractor shall provide junior-level professionals with expertise in the Operator Certification and Capacity Development programs to assist in facilitating and moderating breakout or other sessions, as well as to assist in taking notes for key sessions and developing after-workshop documents summarizing the discussions, outcomes and next steps. The contractor shall provide a note-taker and junior-level expert to provide on-site support at the National Capacity Development Workshop in Indianapolis, Indiana (Task 1). The contractor shall plan on a 5-day travel. The contractor shall provide other



planning support for the National Workshop as specified through written technical direction by the WACOR.

EPA has determined that the total cost (Contract support and Government expenditures) of “conference-related activities” will exceed the agency threshold of \$20,000 for such activities. The contractor shall track and report these costs in accordance with EPA’s Conference and Spending Guide.

**Subtask 1.5: Document Outreach** – The contractor shall support EPA’s outreach of documents, fact sheets and other informational materials related to the sustainability of drinking water systems. Possible tasks include but are not limited to: factsheets summarizing previously developed tools; facilitation and development of marketing strategy to target audiences, and indexing of case studies and other best practices. The contractor shall prepare the formatting and layout of documents to prepare documents for final publication, and assure conformance with Agency standards for publications, such as layout, appearance, and Section 508 compliance.

#### **Task 2: Capacity Development Program Tracking Tool (CD Tracker) Support**

The contractor shall provide technical support for the usage of the CD Tracker MS Access database tool, including any “bug fixes” or enhancements required to address unforeseen deficiencies in the tool. The contractor shall process the data provided by the EPA Regional Capacity Development Coordinators and coordinate with them to address any deficiencies or errors in the submitted data, such as deleted fields, information entered in the wrong fields, missing data and other issues.

#### **Task 3: Supporting Tribes and water systems in implementing the Revised Total Coliform Rule**

No work will be performed under this task.

#### **Task 4: National Tribal Operator Certification Program Support**

The contractor shall support the certifying of drinking water personnel in Indian Country as a Very Small Water System Operator, Class I-IV Water Treatment Operator and/or a Class I-IV Water Distribution Operator provided certain education, experience and examination requirements are met and exams are passed. This includes providing EPA HQ a list of the operators that are renewed and newly certified quarterly, with geographic information.

##### **Subtask 4.1: Conducting Examinations**

The contractor shall prepare exams, using questions from an existing question bank, that demonstrate that the operator has the necessary knowledge, skills, ability, and judgment as appropriate for their treatment system or distribution system classification level (See Operator Certification Program Final Guidelines at <https://www.epa.gov/tribaldrinkingwater>). The contractor shall provide a process for administering computer-based certification examinations by which operators can take the certification exams and receive their score (paper based exams can be used if approved by the COR). The contractor shall provide trained, experienced staff to administer all examinations.

Examinations shall be administered in each region from which qualified applicants apply. Exams must be taken in order sequentially (i.e., class I must be taken before class II) and scored according to the cut score set by the EPA. The contractor shall utilize existing testing site locations that are accessible to tribal operators in each participating EPA regions and shall also provide test site locations on tribal lands by utilizing mobile testing units in order to accommodate tribal operators with limited ability to travel. Test site locations shall be selected in order to accommodate the greatest number of operators per exam as identified in Subtask 4.3

The contractor shall provide a list of each exam participant's score and quarterly diagnostic exam reports by Region. EPA will design, issue, print and mail certificates to tribal operators who pass the certification exam. The contractor shall plan on approximately 2 exams being administered.

Deliverables: Computerized exam and testing in each region from which qualified applicants apply; Exam participant's score (within 30 days after each exam); Quarterly Diagnostic Reports

#### **Subtask 4.2: Electronic Tracking System Hosting and Maintenance**

The contractor shall develop and maintain an electronic reporting system to track, at a minimum: operators' applications for certification (PWSID#, name of PWS, tribe, and name of operator); eligibility determination; exam administration date, location and score; and operator certification level and status in each EPA region. The contractor shall provide monthly updates of information contained in the tracking system via its server. The contractor shall be responsible for hosting and maintaining this electronic tracking system. The contractor shall plan on approximately 6 operators being tracked.

The contractor shall provide an annual synopsis of completed tasks as outlined in the template spreadsheet developed during the previous option year. The contractor shall complete the sheet "Operator Totals" to include: operator name and region, application date, test date, passing status, remote testing center location, and type of exam – new certification or recertification. The contractor shall also complete the sheet "Program Costs" to include: total number of exams administered, cost per exam, total cost, tracking cost per unit, tracking cost total, total cost of renewals and total cost of recertifications.

Deliverables: Monthly information updates and Tracking System Hosting and Maintenance; Annual synopsis of completed tasks

#### **Subtask 4.3: Certification Application Processing**

The contractor shall receive and process all applications from operators seeking certification and recertification under the EPA Tribal Drinking Water Operator Certification Program. The contractor shall use previously developed eligibility criteria consistent with the Operator Certification Program Final Guidelines (<http://www.epa.gov/safewater/tribal.html>) to review applications and supporting

materials to determine their completeness. Applications must contain information on the operators' education, training history, experience, and other qualifications as directed by EPA to be sufficient for EPA to make a determination of examination eligibility for each individual. Operators seeking re-certification will submit the initial certification application along with the required materials and information. EPA will make the final determination of certification eligibility.

The contractor shall provide to each EPA Region through the electronic tracking sheet hosted by the contractor under Subtask 4.2 a compiled list of: operators' education, training history, experience, and other qualifications, testing location preferences, EPA region where tribe is located, and shall provide a recommendation of certification eligibility for each applicant.

EPA will make the final determination and provide the final list of eligible operators to the contractor within 14 days of receipt. The contractor shall not retain the applications and supporting documents, but shall forward all applications received to EPA for file maintenance and storage.

As the certification authority, EPA will make and therefore will assume all liability for (1) standard setting decisions and (2) certification program decisions related to the granting and denial of certification, including but not limited to matters relating to re-licensure, disciplinary actions, and appeals. EPA shall hold itself out as the certification authority on any-and-all printed and electronic materials relating to the program. The following language shall appear on any certificates issued by EPA: "EPA has the exclusive authority to offer, grant, deny and/or revoke certification and/or renewals of certification."

Deliverables: Application Processing; Operator certification and continuing education tracking database; Annual synopsis of examinations

#### **Task 5: Develop documents to assist in the Capacity Development of Water Reuse Facilities.**

No work will be performed under this task.

#### **Task 6: Sustainable Systems Tribal Case Studies**

No work will be performed under this task.

#### **Task 7: CUPSS Technical Support**

The contractor shall provide a CUPSS expert to provide question and answer and troubleshooting support on technical questions pertaining to CUPSS software during the period of performance. This shall be both email and phone-based technical support to toll users on an as-needed basis as identified by EPA. The contractor shall plan on approximately 10 questions per month with the potential for multiple back and forth telephone and/or email communication for a single initial question. The contractor shall contact the CUPSS user no later than 48 hours after

receiving request for technical support. In the event that CUPSS requires significant IT redevelopment this work will be supported by a FITARA approved contract.

#### **Task 8: Sustainable Systems Online Self-Paced Trainings**

The contractor shall support EPA's development of self-paced online/interactive trainings for the Drinking Water Training System covering sustainable system topics including capacity development, operator certification, asset management, partnership development and etc. The contractor shall work with EPA to revise previously developed webinar training materials to be used for online self-paced training. The online training will be for EPA and state personnel and water system personnel. The intent is to provide a better understanding of capacity development and operator certification programs including asset management and partnership development. The contractor should anticipate approximately 5 trainings, submitting a draft and final for each training to the EPA WACOR. The contractor shall prepare the formatting and layout of the trainings and assure conformance with Agency standards such as Section 508 compliance. Upon written technical direction, the contractor shall revise previously developed webinar training materials (provided by the EPA WACOR) for inclusion in the Drinking Water Training System.

#### **Task 9: Water Systems Partnerships Educational Materials**

The contractor shall support EPA's development of educational materials for state drinking water staff and water system personnel on implementing water system partnerships. Possible educational materials include but are not limited to: interactive flowchart of actions to undertake partnerships, webpage design mock-ups, partnership contract best practices, updates to EPA document EPA 570/9-83-006, directory of water systems partnership contacts available to provide assistance, train-the-trainer materials and etc. The contractor shall prepare the formatting and layout of documents to prepare documents for final publication, and assure conformance with Agency standards for publications, such as layout, appearance, and Section 508 compliance.

### **IV. SCHEDULE OF DELIVERABLES:**

<b>TASK No.</b>	<b>DELIVERABLE</b>	<b>DATE DUE TO EPA</b>
<b>0</b>	<b>Work Plan Submission</b>  Work Plan, Budget and QA supplemental  Monthly Progress and Financial reports	  Per contract requirements  Monthly
<b>1.0</b>	<b>Implementation Support for the Capacity Development &amp; Operator Certification Programs</b>  Preparation of notes and narrative regarding research topics and issues requested for program support	  Per written technical direction by WA COR

	<p>Final formatting of documents (including compliance with Section 508 requirements (See: <a href="http://www.section508.gov/">http://www.section508.gov/</a>))</p> <p>Outreach materials draft</p> <p>Final outreach materials</p>	<p>Per written technical direction by WA COR</p> <p>Per written technical direction by WA COR</p> <p>Within 2 weeks of receiving comments by WA COR</p>
2.0	<p><b>Capacity Development Program Tracking Tool (CD Tracker)</b></p> <p>Making “de-bugging” corrections or enhancements to the CD Tracker database tool</p> <p>Processing and correcting data submitted by Regional coordinators for entry into CD Tracker database tool</p> <ul style="list-style-type: none"> <li>FY18 and earlier data</li> </ul>	<p>July – August 2018</p> <p>April – June 2019</p>
3.0	<p><b>Supporting Tribes and water systems in implementing the Revised Total Coliform Rule</b></p>	<p>No work will be performed during this option year.</p>
4.0	<p><b>National Tribal Operator Certification Program Support</b></p> <p>Provide computerized exam and testing</p> <p>Provide results of exams</p> <p>Diagnostic reports</p> <p>Updates and FTP Tracking System Maintenance</p> <p>Review of applications</p> <p>Annual Synopsis</p> <p>Exam Schedule</p>	<p>Per written technical direction by WA COR</p> <p>Within 30 days after each exam</p> <p>Quarterly</p> <p>Monthly</p> <p>Per written technical direction by WA COR</p> <p>June 15, 2019</p> <p>Per written technical direction by WA COR</p>

5.0	<b>Develop documents to assist in the Capacity Development of Water Reuse Facilities</b>	No work will be performed during this option year.
6.0	<b>Best Practices Case Studies Preparation</b>	No work will be performed during this option year.
7.0	<b>CUPSS Technical Support</b> Provide question and answer support to CUPSS users	Within 48 hours after receiving request
8.0	<b>Sustainable Systems Online Self-Paced Trainings</b>  Draft training module  Final training module	Per written technical direction by WA COR  Within two weeks of receiving comments from WA COR
9.0	<b>Water Systems Partnerships Educational Materials</b>  Draft Education material  Final Education material	Per written technical direction by WA COR  Within two weeks of receiving comments on draft document from WA COR

## V. MISCELLANEOUS

### Software Application Files and Accessibility

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:	MS Word 2013 (Office 365 Version 15)
Preferred presentation format:	MS Power Point 2013 (Office 365 Version 15)
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version X
Preferred database format:	MS Access 2013

## VI. TRAVEL

The contractor shall provide a note-taker and junior-level expert to provide on-site support at the National Capacity Development Workshop in Indianapolis, Indiana (Task 1). The contractor shall plan on a 5-day travel.

## **VII. MEETINGS, CONFERENCES, TRAINING EVENTS, AWARD CEREMONIES AND RECEPTIONS**

All appropriate clearances and approvals required by Agency policy in support of any and all conference related activities and expenses, including support of meetings, conferences, training events, award ceremonies and receptions, including the form 5170 for all meetings costing more than \$20,000, shall be obtained by the EPA CL COR as needed and provided to the Contracting Officer. Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the EPA CL COR.

## **VIII. CONTRACTOR IDENTIFICATION**

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, PO and/or WACOR.

## **IX. PRINTING**

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

## **X. Technical Direction**

The Contract level COR or an authorized individual, such as the WA COR or Alt. WA COR, is permitted to provide technical direction. Technical direction must be within scope of the PWS of the work assignment and includes: (1) Direction to the contractor which assists the contractor in accomplishing the Statement of Work, (2) Comments on and approval of reports or other deliverables. Technical direction will be issued in writing or confirmed in writing within five (5) calendar days after verbal issuance. One copy of the technical direction memorandum will be forwarded to the Contracting Officer and the Contract Level Contracting Officer Representative.

## **XI. Quality Assurance Surveillance Plan**

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, timeliness/deliverables, and document development standards.

<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 3-48				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000001				
Contract Number EP-C-15-022			Contract Period 09/01/2015 To 06/30/2019			Title of Work Assignment/SF Site Name				
			Base                      Option Period Number                      3			Sustain Systems and Cap Dev				
Contractor Cadmus Group LLC, The					Specify Section and paragraph of Contract SOW 3.2, 3.3					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval					Period of Performance  From 07/01/2018 To 06/30/2019					
Comments: The purpose of this amendment 1 to Cadmus (EP-C-15-022) WA 3-48 is to add additional hours to Task 1.2 to support the Office of Water's workforce strategy development and to add a new Task 10 for the support of small system technical capacity.										
<input type="checkbox"/> Superfund                      Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> (Max 2)                      Note: To report additional accounting and appropriations date use EPA Form 1900-69A.										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE: 1,500				
09/01/2015 To 06/30/2019										
This Action:						1,200				
Total:						2,700				
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee		LOE:				
Cumulative Approved:				Cost/Fee		LOE:				
Work Assignment Manager Name    Adrienne Harris						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number: 202-250-8793				
						FAX Number:				
Project Officer Name    Nancy Parrotta						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number: 202-564-5260				
						FAX Number:				
Other Agency Official Name						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number:				
						FAX Number:				
Contracting Official Name    Angela Lower						Branch/Mail Code:				
_____ (Signature)                      (Date)						Phone Number: 513-487-2036				
						FAX Number:				



**PERFORMANCE WORK STATEMENT**  
**EP-C-15-022**  
**Work Assignment No. 3-48.1**  
**Amendment 1**  
**Period of Performance: 7/1/18 – 6/30/2019**

**I. ADMINISTRATIVE:**

**A. Title: Support for the Implementation of Federal, State, and Tribal Drinking Water Programs to Promote Sustainable Systems and Capacity Development**

**B. Contract Level PWS Sections: 3.2, 3.3**

**C. LOE: 2700 hours**

**D. Work Assignment Contracting  
Officer's Representative (WACOR):**

Adrienne Harris  
US EPA  
OGWDW (4606M)  
1200 Pennsylvania Avenue NW  
Washington, DC 20460  
(202) 250-8793  
E-mail: [harris.adrienne@epa.gov](mailto:harris.adrienne@epa.gov)

**Alternate WACOR:**

Cindy Mack  
US EPA  
OGWDW (4606M)  
1200 Pennsylvania Avenue NW  
Washington, DC 20460  
(202) 564-6280  
E-mail: [mack.cindy-y@epa.gov](mailto:mack.cindy-y@epa.gov)

**E. Quality Assurance:**

Task 1 in this work assignment require quality assurance (QA). Collection, use and analysis of data will be identical to the procedures described in the Supplemental Project Specific Quality Assurance Project Plans (SQAPP) completed under task 1 of WA 2-48, consistent with the Agency's Quality Assurance (QA) requirements, appending the Contract Quality Assurance Project Plan (QAPP). The project specific QA requirements must be addressed in the monthly progress reports as specified under Task 0, below.

**F. Background:**

More than 97% of the nation's public water systems serve fewer than 10,000 persons. These small systems face unique financial and operational challenges in providing drinking water that meets federal, state and tribal standards. This particular group of public water systems often lacks the time or expertise to make needed infrastructure repairs, install or operate treatment, or develop comprehensive source water protection plans, financial plans or asset management plans. Complying with Environmental Protection Agency (EPA) regulations and rising customer expectations may pose a real challenge to some of these systems. EPA is committed to assisting small systems in enhancing the managerial, financial and technical capacity they need to provide safe drinking water now and in the future by providing comprehensive support through publications, training and technical/financial assistance. EPA strives to collaborate

with states, tribes and technical assistance providers to provide complementary, targeted support that can directly address the needs and concerns of these systems and the states that regulate them. Amongst these small systems, tribal utilities have historically been less compliant with SDWA regulations than their non-tribal counterparts. The EPA is emphasizing with tribal utilities the need to improve technical, managerial and financial capacities, which will lead to greater compliance with regulations.

In December 2015, EPA and the Association of State Drinking Water Administrators co-sponsored a National Workshop on Capacity Development and Operator Certification in Dallas, Texas. Over 30 states were represented, as well as the major national training and technical assistance provider organizations and the EPA regional coordinators for the Operator Certification and Capacity Development programs. There was strong agreement among workshop participants that close communication and collaboration among the state programs, technical assistance providers and EPA is critical to helping small drinking water systems address their technical, managerial and financial challenges. This is the same theme that had previously emerged at the National Workshops in 2010 and 2013 and in the State-EPA “Re-Energizing” workgroup for the Capacity Development and Operator Certification programs.

EPA is seeking contractor support for its efforts to strengthen communication among the state programs and to develop and share informational products and tools that assist states in administering the Safe Drinking Water Act as it applies to small drinking water systems. In support of Building Capacity, Workforce Development and Asset Management these workgroups and its activities, as well in support of activities in other topic areas related to small water system capacity development, contractor support is needed to conduct basic investigation, research and analysis, provide logistical support for teleconferences and webinars, assist with document preparation, and provide technical support for internal Agency reporting and analysis.

Supporting the building of managerial capacity to small systems EPA released CUPSS, the Check Up Program for Small Systems, in February 2008. CUPSS is a "101 level" asset management tool for small drinking water and wastewater utilities. Contractor support is needed to provide technical assistance to CUPSS users. In the event that CUPSS requires significant IT redevelopment this work will be supported by a FITARA approved contract.

Additionally, operator certification for public water systems was a key component of the 1996 Safe Drinking Water Act (SDWA) Amendments. Section 1419 of the SDWA requires approved state operator certification programs in order to avoid withholding of Drinking Water State Revolving Fund monies. The SDWA operator certification program requirement only applied to states so, EPA developed a goal for operator certification in Indian country as part of the 1998 - 2003 Office of Water (OW) Tribal strategy “Protecting Public Health and Water Resources in Indian Country: A Strategy for EPA/Tribal Partnership”. The goal stated, “By 2005, 80% of Tribal community and non-transient non-community (NTNC) water systems will have a certified operator”. As a result, the *Tribal Drinking Water Operator Certification Program Final Guidelines* were developed and a Notice of Availability of these Final Guidelines was published on July 29, 2005 [70 FR 43868-43869]. This voluntary certification program is intended to provide tribes with further certification opportunities in addition to the existing training or certification programs offered by states, various federal agencies, and private organizations. Contractor support is needed to provide the benefits of certification to both the

public water system operators and the communities they serve in Indian country. Through the training required to receive and maintain certification, operators learn how to supply drinking water that meets national standards and gain understanding of the associated public health benefits.

## **II. OBJECTIVE:**

This work assignment amendment will add additional hours to task 1.2 to support Office of Water's workforce strategy development and resources. The amendment also adds a task 10 for the support of small system technical capacity.

## **III. TASK DETAIL:**

The contractor shall perform the following tasks:

### **Task 0 – Work Plan Submission**

The contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. If a subcontractor(s) is proposed and subcontractors are outside the local metropolitan area, the contractor shall include information on plans to manage work and contract costs.

In addition, the contractor shall prepare a statement indicating that this WA is a continuation of WA 2-48. The work plan shall explain that collection, use and analysis of data in this work assignment will be identical to the procedures described in the SQAPP completed under task 1 of WA 2-48. This task also includes monthly progress and financial reports. The monthly progress report shall indicate, in a separate QA section, whether significant QA issues have been identified and how they are being resolved. Monthly financial reports must include a table with the invoice LOE and costs' broken out by the tasks in this WA. The contractor shall immediately notify the Contract Level Contracting Officer Representative (CLCOR) and Work Assignment Contracting Officer Representative (WACOR) if any changes to the tasks involving the collection and analysis of the data occur and prepare a new SQAPP supplementing the Contract QAPP accordingly. Work on these tasks cannot proceed until the contractor receives notification of the new or SQAPP approval from the CLCOR via e-mail.

The tasks under this work assignment do not require the acquisition of "off-site" facilities for conferences and meetings as defined in the IPN 12-05.

Deliverables: Work plan and monthly progress and financial reports, Summary of Quality Assurance Activities and Issues by Work Assignment.

### **Task 1 – Implementation Support for the Capacity Development & Operator Certification Programs**

The contractor shall provide services to support activities related to the implementation of the Capacity Development and Operator Certification programs. These services include background

research, preparation of documents, and support for meetings.

**Subtask 1.1: Background research –**

Under Amendment 1, there is no revision to this subtask.

**Subtask 1.2: Preparation of documents – This amendment adds additional hours to this subtask to support the development of additional workforce development documents including documents highlighting training and internship program best practices. –**

The contractor shall support EPA’s development of documents, fact sheets and other informational materials related to the implementation of the Capacity Development and Operator Certification programs, including partnership development, energy and water efficiency, workforce development, asset management and workgroup support. Possible products include but are not limited to: guidance for how to use SRF funds for partnership activities; compilation of state asset management initiatives; funding coordination partnership case studies and SDWA compliance and sustainability activities. The contractor shall prepare the formatting and layout of documents to prepare documents for final publication, and assure conformance with Agency standards for publications, such as layout, appearance, and Section 508 compliance.

**Subtask 1.3: Support for meetings –**

Under Amendment 1, there is no revision to this subtask.

**Subtask 1.4: Planning support for National Workshop –**

Under Amendment 1, there is no revision to this subtask.

**Subtask 1.5: Document Outreach**

Under Amendment 1, there is no revision to this subtask.

**Task 2: Capacity Development Program Tracking Tool (CD Tracker) Support -**

Under Amendment 1, there is no revision to this task.

**Task 3: Supporting Tribes and water systems in implementing the Revised Total Coliform Rule**

No work will be performed under this task.

**Task 4: National Tribal Operator Certification Program Support**

Under Amendment 1, there is no revision to this task or any of its subtasks 4.1-4.3.

**Task 5: Develop documents to assist in the Capacity Development of Water Reuse Facilities.**

No work will be performed under this task.

**Task 6: Sustainable Systems Tribal Case Studies**

No work will be performed under this task.

**Task 7: CUPSS Technical Support**

Under Amendment 1, there is no revision to this task.

**Task 8: Sustainable Systems Online Self-Paced Trainings**

Under Amendment 1, there is no revision to this task.

**Task 9: Water Systems Partnerships Educational Materials**

Under Amendment 1, there is no revision to this task.

**Task 10: Small System Compliance through Technical, Managerial and Financial (TMF) Capacity Building**

The contractor shall support EPA's activities to build technical capacity in small drinking water systems in conjunction with managerial and financial capacity building. These activities include development of documents, fact sheets, step guides, and other information materials related to capacity building. Possible products include but are not limited to: TMF small system best practice case studies, compilation of state initiatives to assess capacity through sanitary surveys, rule basic training modules and video instructions.

**IV. SCHEDULE OF DELIVERABLES:**

<b>TASK No.</b>	<b>DELIVERABLE</b>	<b>DATE DUE TO EPA</b>
0	<b>Work Plan Submission</b>  Work Plan, Budget and QA supplemental  Monthly Progress and Financial reports	Per contract requirements  Monthly
1.0	<b>Implementation Support for the Capacity Development &amp; Operator Certification Programs</b>  Preparation of notes and narrative regarding research topics and issues requested for program support  Final formatting of documents (including compliance with Section 508 requirements (See: <a href="http://www.section508.gov/">http://www.section508.gov/</a> )  Outreach materials draft  Final outreach materials	Per written technical direction by WA COR  Per written technical direction by WA COR  Per written technical direction by WA COR  Within 2 weeks of receiving comments by WA COR
2.0	<b>Capacity Development Program Tracking Tool (CD Tracker)</b>	

	Under Amendment 1, there is no revision to this task.	
3.0	<b>Supporting Tribes and water systems in implementing the Revised Total Coliform Rule</b>	No work will be performed during this option year.
4.0	<b>National Tribal Operator Certification Program Support</b>  Under Amendment 1, there is no revision to this task.	
5.0	<b>Develop documents to assist in the Capacity Development of Water Reuse Facilities</b>	No work will be performed during this option year.
6.0	<b>Best Practices Case Studies Preparation</b>	No work will be performed during this option year.
7.0	<b>CUPSS Technical Support</b>  Under Amendment 1, there is no revision to this task.	
8.0	<b>Sustainable Systems Online Self-Paced Trainings</b>  Under Amendment 1, there is no revision to this task.	
9.0	<b>Water Systems Partnerships Educational Materials</b>  Under Amendment 1, there is no revision to this task.	
10.0	<b>Small System Compliance through Technical, Managerial and Financial Capacity Building</b>  Draft TMF Capacity informational materials  Final formatting of materials (including compliance with Section 508 requirements (See: <a href="http://www.section508.gov/">http://www.section508.gov/</a> )	Per written technical direction by WA COR  Within 2 weeks of receiving comments by WA COR

## V. MISCELLANEOUS

### Software Application Files and Accessibility

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and §

1194.22 Web-based intranet and internet information and applications. See:  
<http://www.section508.gov/>

Preferred text format:	MS Word 2013 (Office 365 Version 15)
Preferred presentation format:	MS Power Point 2013 (Office 365 Version 15)
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version X
Preferred database format:	MS Access 2013

## **VI. TRAVEL**

The contractor shall provide a note-taker and junior-level expert to provide on-site support at the National Capacity Development Workshop in Indianapolis, Indiana (Task 1). The contractor shall plan on a 5-day travel.

## **VII. MEETINGS, CONFERENCES, TRAINING EVENTS, AWARD CEREMONIES AND RECEPTIONS**

All appropriate clearances and approvals required by Agency policy in support of any and all conference related activities and expenses, including support of meetings, conferences, training events, award ceremonies and receptions, including the form 5170 for all meetings costing more than \$20,000, shall be obtained by the EPA CL COR as needed and provided to the Contracting Officer. Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the EPA CL COR.

## **VIII. CONTRACTOR IDENTIFICATION**

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, PO and/or WACOR.

## **IX. PRINTING**

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

## **X. Technical Direction**

The Contract level COR or an authorized individual, such as the WA COR or Alt. WA COR, is permitted to provide technical direction. Technical direction must be within scope of the PWS of the work assignment and includes: (1) Direction to the contractor which assists the contractor in accomplishing the Statement of Work, (2) Comments on and approval of reports or other deliverables. Technical direction will be issued in writing or confirmed in writing within five (5) calendar days after verbal issuance. One copy of the technical direction memorandum will be forwarded to the Contracting Officer and the Contract Level Contracting Officer Representative.

## **XI. Quality Assurance Surveillance Plan**

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, timeliness/deliverables, and document development standards.



<b>EPA</b> United States Environmental Protection Agency Washington, DC 20460 <b>Work Assignment</b>						Work Assignment Number 3-48				
						<input type="checkbox"/> Other <input checked="" type="checkbox"/> Amendment Number: 000002				
Contract Number EP-C-15-022			Contract Period   09/01/2015   To   06/30/2019 Base                      Option Period Number      3			Title of Work Assignment/SF Site Name Sustain Systems and Cap Dev				
Contractor Cadmus Group LLC, The					Specify Section and paragraph of Contract SOW 3.2, 3.3					
Purpose: <input type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Close-Out <input checked="" type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Incremental Funding <input type="checkbox"/> Work Plan Approval						Period of Performance  From   07/01/2018   To   06/30/2019				
Comments: The purpose of this amendment 2 to Cadmus (EP-C-15-022) WA 3-48 is to add additional hours to task 10 to support sanitary survey training videos.										
<input type="checkbox"/> Superfund    Accounting and Appropriations Data <input checked="" type="checkbox"/> Non-Superfund										
SFO <input type="checkbox"/> Note: To report additional accounting and appropriations date use EPA Form 1900-69A. (Max 2)										
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code
1										
2										
3										
4										
5										
Authorized Work Assignment Ceiling										
Contract Period:		Cost/Fee:				LOE: 2,700				
09/01/2015 To 06/30/2019										
This Action:						1,000				
Total:						3,700				
Work Plan / Cost Estimate Approvals										
Contractor WP Dated:				Cost/Fee		LOE:				
Cumulative Approved:				Cost/Fee		LOE:				
Work Assignment Manager Name    Adrienne Harris  <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>						Branch/Mail Code: Phone Number: 202-250-8793 FAX Number:				
Project Officer Name    Nancy Parrotta  <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>						Branch/Mail Code: Phone Number: 202-564-5260 FAX Number:				
Other Agency Official Name    Lisa Mitchell-Flinn  <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2852 FAX Number:				
Contracting Official Name    Angela Lower  <div style="display: flex; justify-content: space-between;"> <div>_____</div> <div>_____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>(Signature)</div> <div>(Date)</div> </div>						Branch/Mail Code: Phone Number: 513-487-2036 FAX Number:				

**PERFORMANCE WORK STATEMENT**  
**EP-C-15-022**  
**Work Assignment No. 3-48.2**  
**Amendment 2**  
**Period of Performance: 7/1/18 – 6/30/2019**

**I. ADMINISTRATIVE:**

**A. Title: Support for the Implementation of Federal, State, and Tribal Drinking Water Programs to Promote Sustainable Systems and Capacity Development**

**B. Contract Level PWS Sections: 3.2, 3.3**

**C. LOE: 1000 hours**

**D. Work Assignment Contracting  
Officer's Representative (WACOR):**

Adrienne Harris  
US EPA  
OGWDW (4606M)  
1200 Pennsylvania Avenue NW  
Washington, DC 20460  
(202) 250-8793  
E-mail: [harris.adrienne@epa.gov](mailto:harris.adrienne@epa.gov)

**Alternate WACOR:**

Cindy Mack  
US EPA  
OGWDW (4606M)  
1200 Pennsylvania Avenue NW  
Washington, DC 20460  
(202) 564-6280  
E-mail: [mack.cindy-y@epa.gov](mailto:mack.cindy-y@epa.gov)

**E. Quality Assurance:**

Task 1 in this work assignment require quality assurance (QA). Collection, use and analysis of data will be identical to the procedures described in the Supplemental Project Specific Quality Assurance Project Plans (SQAPP) completed under task 1 of WA 2-48, consistent with the Agency's Quality Assurance (QA) requirements, appending the Contract Quality Assurance Project Plan (QAPP). The project specific QA requirements must be addressed in the monthly progress reports as specified under Task 0, below.

**F. Background:**

More than 97% of the nation's public water systems serve fewer than 10,000 persons. These small systems face unique financial and operational challenges in providing drinking water that meets federal, state and tribal standards. This particular group of public water systems often lacks the time or expertise to make needed infrastructure repairs, install or operate treatment, or develop comprehensive source water protection plans, financial plans or asset management plans. Complying with Environmental Protection Agency (EPA) regulations and rising customer expectations may pose a real challenge to some of these systems. EPA is committed to assisting small systems in enhancing the managerial, financial and technical capacity they need to provide safe drinking water now and in the future by providing comprehensive support through publications, training and technical/financial assistance. EPA strives to collaborate

with states, tribes and technical assistance providers to provide complementary, targeted support that can directly address the needs and concerns of these systems and the states that regulate them. Amongst these small systems, tribal utilities have historically been less compliant with SDWA regulations than their non-tribal counterparts. The EPA is emphasizing with tribal utilities the need to improve technical, managerial and financial capacities, which will lead to greater compliance with regulations.

In December 2015, EPA and the Association of State Drinking Water Administrators co-sponsored a National Workshop on Capacity Development and Operator Certification in Dallas, Texas. Over 30 states were represented, as well as the major national training and technical assistance provider organizations and the EPA regional coordinators for the Operator Certification and Capacity Development programs. There was strong agreement among workshop participants that close communication and collaboration among the state programs, technical assistance providers and EPA is critical to helping small drinking water systems address their technical, managerial and financial challenges. This is the same theme that had previously emerged at the National Workshops in 2010 and 2013 and in the State-EPA “Re-Energizing” workgroup for the Capacity Development and Operator Certification programs.

EPA is seeking contractor support for its efforts to strengthen communication among the state programs and to develop and share informational products and tools that assist states in administering the Safe Drinking Water Act as it applies to small drinking water systems. In support of Building Capacity, Workforce Development and Asset Management these workgroups and its activities, as well in support of activities in other topic areas related to small water system capacity development, contractor support is needed to conduct basic investigation, research and analysis, provide logistical support for teleconferences and webinars, assist with document preparation, and provide technical support for internal Agency reporting and analysis.

Supporting the building of managerial capacity to small systems EPA released CUPSS, the Check Up Program for Small Systems, in February 2008. CUPSS is a "101 level" asset management tool for small drinking water and wastewater utilities. Contractor support is needed to provide technical assistance to CUPSS users. In the event that CUPSS requires significant IT redevelopment this work will be supported by a FITARA approved contract.

Additionally, operator certification for public water systems was a key component of the 1996 Safe Drinking Water Act (SDWA) Amendments. Section 1419 of the SDWA requires approved state operator certification programs in order to avoid withholding of Drinking Water State Revolving Fund monies. The SDWA operator certification program requirement only applied to states so, EPA developed a goal for operator certification in Indian country as part of the 1998 - 2003 Office of Water (OW) Tribal strategy “Protecting Public Health and Water Resources in Indian Country: A Strategy for EPA/Tribal Partnership”. The goal stated, “By 2005, 80% of Tribal community and non-transient non-community (NTNC) water systems will have a certified operator”. As a result, the *Tribal Drinking Water Operator Certification Program Final Guidelines* were developed and a Notice of Availability of these Final Guidelines was published on July 29, 2005 [70 FR 43868-43869]. This voluntary certification program is intended to provide tribes with further certification opportunities in addition to the existing training or certification programs offered by states, various federal agencies, and private organizations. Contractor support is needed to provide the benefits of certification to both the

public water system operators and the communities they serve in Indian country. Through the training required to receive and maintain certification, operators learn how to supply drinking water that meets national standards and gain understanding of the associated public health benefits.

## **II. OBJECTIVE:**

This work assignment amendment will add additional hours to task 10 to support the development to sanitary survey training videos.

## **III. TASK DETAIL:**

The contractor shall perform the following tasks:

### **Task 0 – Work Plan Submission**

The contractor shall develop a work plan that describes how each task will be carried out. The work plan shall include a schedule, staffing plan, level of effort (LOE), and cost estimate for each task, the contractor's key assumptions on which staffing plan and budget are based, and qualifications of proposed staff. If a subcontractor(s) is proposed and subcontractors are outside the local metropolitan area, the contractor shall include information on plans to manage work and contract costs.

In addition, the contractor shall prepare a statement indicating that this WA is a continuation of WA 2-48. The work plan shall explain that collection, use and analysis of data in this work assignment will be identical to the procedures described in the SQAPP completed under task 1 of WA 2-48. This task also includes monthly progress and financial reports. The monthly progress report shall indicate, in a separate QA section, whether significant QA issues have been identified and how they are being resolved. Monthly financial reports must include a table with the invoice LOE and costs' broken out by the tasks in this WA. The contractor shall immediately notify the Contract Level Contracting Officer Representative (CLCOR) and Work Assignment Contracting Officer Representative (WACOR) if any changes to the tasks involving the collection and analysis of the data occur and prepare a new SQAPP supplementing the Contract QAPP accordingly. Work on these tasks cannot proceed until the contractor receives notification of the new or SQAPP approval from the CLCOR via e-mail.

The tasks under this work assignment do not require the acquisition of "off-site" facilities for conferences and meetings as defined in the IPN 12-05.

Deliverables: Work plan and monthly progress and financial reports, Summary of Quality Assurance Activities and Issues by Work Assignment.

### **Task 1 – Implementation Support for the Capacity Development & Operator Certification Programs**

Under Amendment 2, there is no revision to this task or any of its subtasks 1.1-1.5.

**Task 2: Capacity Development Program Tracking Tool (CD Tracker) Support -**

Under Amendment 2, there is no revision to this task.

**Task 3: Supporting Tribes and water systems in implementing the Revised Total Coliform Rule**

No work will be performed under this task.

**Task 4: National Tribal Operator Certification Program Support**

Under Amendment 2, there is no revision to this task or any of its subtasks 4.1-4.3.

**Task 5: Develop documents to assist in the Capacity Development of Water Reuse Facilities.**

No work will be performed under this task.

**Task 6: Sustainable Systems Tribal Case Studies**

No work will be performed under this task.

**Task 7: CUPSS Technical Support**

Under Amendment 2, there is no revision to this task.

**Task 8: Sustainable Systems Online Self-Paced Trainings**

Under Amendment 2, there is no revision to this task.

**Task 9: Water Systems Partnerships Educational Materials**

Under Amendment 2, there is no revision to this task.

**Task 10: Small System Compliance through Technical, Managerial and Financial (TMF) Capacity Building - This amendment adds additional hours to this task to support the development of additional instructional videos including videos describing how to conduct a sanitary survey.**

The contractor shall support EPA's activities to build technical capacity in small drinking water systems in conjunction with managerial and financial capacity building. These activities include development of documents, fact sheets, step guides, and other information materials related to capacity building. Possible products include but are not limited to: TMF small system best practice case studies, compilation of state initiatives to assess capacity through sanitary surveys, rule basic training modules and video instructions.

**IV. SCHEDULE OF DELIVERABLES:**

<b>TASK No.</b>	<b>DELIVERABLE</b>	<b>DATE DUE TO EPA</b>
0	<b>Work Plan Submission</b>  Work Plan, Budget and QA supplemental	Per contract requirements

	Monthly Progress and Financial reports	Monthly
1.0	<b>Implementation Support for the Capacity Development &amp; Operator Certification Programs</b>  Under Amendment 2, there is no revision to this task or its subtasks.	
2.0	<b>Capacity Development Program Tracking Tool (CD Tracker)</b>  Under Amendment 2, there is no revision to this task.	
3.0	<b>Supporting Tribes and water systems in implementing the Revised Total Coliform Rule</b>	No work will be performed during this option year.
4.0	<b>National Tribal Operator Certification Program Support</b>  Under Amendment 2, there is no revision to this task.	
5.0	<b>Develop documents to assist in the Capacity Development of Water Reuse Facilities</b>	No work will be performed during this option year.
6.0	<b>Best Practices Case Studies Preparation</b>	No work will be performed during this option year.
7.0	<b>CUPSS Technical Support</b>  Under Amendment 2, there is no revision to this task.	
8.0	<b>Sustainable Systems Online Self-Paced Trainings</b>  Under Amendment 2, there is no revision to this task.	
9.0	<b>Water Systems Partnerships Educational Materials</b>  Under Amendment 2, there is no revision to this task.	
10.0	<b>Small System Compliance through Technical, Managerial and Financial Capacity Building</b>  Draft instructional video	Per written technical direction by WA COR

	Final formatting of materials (including compliance with Section 508 requirements (See: <a href="http://www.section508.gov/">http://www.section508.gov/</a> ))	Within 3 weeks of receiving comments by WA COR
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## **V. MISCELLANEOUS**

### **Software Application Files and Accessibility**

Software Application files, if delivered to the Government, shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems and § 1194.22 Web-based intranet and internet information and applications. See: <http://www.section508.gov/>

Preferred text format:	MS Word 2013 (Office 365 Version 15)
Preferred presentation format:	MS Power Point 2013 (Office 365 Version 15)
Preferred graphics format:	Each graphic is an individual GIF file
Preferred portable format:	Adobe Acrobat, version X
Preferred database format:	MS Access 2013

## **VI. TRAVEL**

The contractor shall provide a note-taker and junior-level expert to provide on-site support at the National Capacity Development Workshop in Indianapolis, Indiana (Task 1). The contractor shall plan on a 5-day travel.

## **VII. MEETINGS, CONFERENCES, TRAINING EVENTS, AWARD CEREMONIES AND RECEPTIONS**

All appropriate clearances and approvals required by Agency policy in support of any and all conference related activities and expenses, including support of meetings, conferences, training events, award ceremonies and receptions, including the form 5170 for all meetings costing more than \$20,000, shall be obtained by the EPA CL COR as needed and provided to the Contracting Officer. Work under conference related activities and expenses shall not occur until this approval is obtained and provided by the EPA CL COR.

## **VIII. CONTRACTOR IDENTIFICATION**

Contractor personnel shall always identify themselves as contractor employees by name and organization and physically display that information through an identification badge. Contractor personnel are prohibited from acting as the Agency's official representative. The contractor shall refer any questions relating to the interpretation of EPA policy, guidance, or regulation to the CO, PO and/or WACOR.

## **IX. PRINTING**

All copying and printing shall be accomplished within the limitations of the printing clause of the contract.

**X. Technical Direction**

The Contract level COR or an authorized individual, such as the WA COR or Alt. WA COR, is permitted to provide technical direction. Technical direction must be within scope of the PWS of the work assignment and includes: (1) Direction to the contractor which assists the contractor in accomplishing the Statement of Work, (2) Comments on and approval of reports or other deliverables. Technical direction will be issued in writing or confirmed in writing within five (5) calendar days after verbal issuance. One copy of the technical direction memorandum will be forwarded to the Contracting Officer and the Contract Level Contracting Officer Representative.

**XI. Quality Assurance Surveillance Plan**

All task(s) identified in the performance work statement above are subject to review and approval by the EPA WACOR based on the general guidelines of the contract quality assurance surveillance plan regarding: Programmatic, cost control, timeliness/deliverables, and document development standards.